



ORDERS OF THE DAY

FOR TUESDAY, SEPTEMBER 10, 2019 – 10:00 A.M.

ORDER

- 1st Meeting Called to Order
- 2nd Adoption of Minutes – August 13, 2019
- 3rd Disclosure of Pecuniary Interest and the General Nature Thereof
- 4th Presenting Petitions, Presentations and Delegations
- 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)

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

NOTICE:

September 24, 2019	County Council Meeting
October 8, 2019	County Council Meeting

Accessible formats available upon request.

ELGIN COUNTY COUNCIL

MINUTES

August 13, 2019

Council Present: Warden Duncan McPhail
Deputy Warden Grant Jones
Councillor Bob Purcell
Councillor Sally Martyn
Councillor Tom Marks
Councillor Mary French
Councillor Dave Mennill
Councillor Dominique Giguère
Councillor Ed Ketchabaw

Staff Present: Julie Gonyou, Chief Administrative Officer
Jim Bundschuh, Director of Financial Services
Brian Lima, Director of Engineering Services
Michele Harris, Director of Homes and Seniors Services
Brian Masschaele, Director of Community and Cultural Services
Steve Evans, Manager of Planning
Steve Gibson, County Solicitor
Alan Smith, General Manager of Economic Development
Jenna Fentie, Legislative Services Coordinator

1. CALL TO ORDER

Elgin County Council met this 13th day of August, 2019 in the Council Chambers, at the County Administration Building, St. Thomas at 9:00 a.m. with Warden McPhail in the chair.

Warden McPhail introduced County of Elgin's new Human Resources Director Amy Thomson.

2. ADOPTION OF MINUTES

Moved by: Councillor Mennill
Seconded by: Councillor Marks

Resolved that the minutes of the meeting held on July 9, 2019 be adopted.

- Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

4.1 Request to Reduce Speed Limit on Sunset Drive – Donna Ellis

Donna Ellis, resident of Port Stanley, requested that the speed limit on Sunset Drive be reduced from 80 km/hr to 50 km/hr beginning at East Road and extending to the beginning of the Village of Port Stanley. Ms. Ellis provided supporting signatures from multiple residents in the area.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Marks

Resolved that staff be directed to analyze and evaluate the current speed limits on Sunset Drive beginning at East Road and extending to the village of Port Stanley; and that staff be directed to provide a follow-up report with respect to the request received from Ms. Ellis on August 13, 2019 to County Council in September 2019.

- Motion Carried.

4.1 Request for Road Expansion – David Roe, Civic Planning Solutions, Inc.

David Roe, Civic Planning Solutions, Inc., requested that the County reconsider its position on its request for 1.8 metres across the frontage of a property as a condition of a severance on Imperial Road.

Moved by: Councillor Marks
Seconded by: Councillor Jones

Resolved that the request for Council to reconsider a request for road expansion from Mr. Roe be received and filed.

- Motion Carried.

5. COMMITTEE OF THE WHOLE

Moved by: Councillor Martyn
Seconded by: Councillor Purcell

Resolved that we do now move into Committee of the Whole Council.

- Motion Carried.

6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

6.1 Warden Activity Report – June/July 2019 - Warden

Warden McPhail presented the report highlighting the various events attended during June and July 2019.

Moved by: Councillor Martyn
Seconded by: Councillor French

Resolved that the report titled "Warden Activity Report – June/July 2019" from Warden McPhail dated August 1, 2019 be received and filed.

- Motion Carried.

6.2 Terrace Lodge Building July Update – Councillor Purcell

Councillor Purcell, Terrace Lodge Steering Committee Chair, presented the report updating Council on the progress of the Terrace Lodge building project.

Moved by: Councillor Purcell
Seconded by: Councillor Mennill

Resolved that the report titled "Terrace Lodge Building July Update" from the Terrace Lodge Steering Committee Chair dated July 31, 2019 be received and filed.

- Motion Carried.

6.3 Road Widening Dedication Requirements through the Planning Act Approval Process – Manager of Planning, County Solicitor, and Director of Engineering Services

The Director of Engineering Services presented the report advising Council of the acquisition of land dedications for road widening or extensions of rights-of-way through the Planning Act approval process.

Moved by: Councillor Purcell
Seconded by: Councillor Jones

Resolved that the report titled "Road Widening Dedication Requirements through the Planning Act Approval Process" from the Manager of Planning, County Solicitor, and Director of Engineering Services dated July 23, 2019 be received and filed.

- Motion Carried.

6.4 County Road Property Damage Cost Recovery – Director of Engineering Services

The Director of Engineering Services presented the report recommending that Schedule A of By-law No. 19-08 "Being a By-law to Provide a Schedule of Services and Activities Subject to Fees and Charges by the County of Elgin" be amended in order for the County to purchase un-redacted collision reports for the sole purpose of seeking full reimbursement of repair costs to County public property damaged during a collision.

Moved by: Councillor Martyn
Seconded by: Councillor Mennill

Resolved that the report titled "County Road Property Damage Cost Recovery" from the Director of Engineering Services dated July 19, 2019 be received and filed; and that By-law 19-08 "Being a By-law to Provide a Schedule of Services and Activities Subject to Fees and Charges by the County of Elgin", Schedule A, be amended as follows:

<u>Cost Recovery Damage to Public Property Caused During a Collision</u>	Actual Cost (authority under the Municipal Act)
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- Motion Carried.

6.5 Port Bruce Temporary Panel Bridge Relocation Options – Director of Engineering Services

The Director of Engineering Services presented the report outlining potential alternatives associated with relocating and repurposing the Port Bruce temporary panel bridge, and detailed the next steps with respect to project implementation investigated by staff for Council's consideration.

Moved by: Councillor Jones
Seconded by: Councillor Marks

Resolved that the report titled "Port Bruce Temporary Panel Bridge Relocation Options" from the Director of Engineering Services dated July 19, 2019 be received and filed; and that the replacement of Bridge B-24 Meeks as recommended in the "County of Elgin Bridge and Culvert 2019 Inspection and Assessment Report" prepared by Spriet Associates be undertaken with the relocation and repurposed use of the Port Bruce temporary panel bridge before expiry of the provincial Ministry of Natural Resources and Forestry's Permission to Construct and Occupy agreement term deadline of November 30, 2021; and that the required Cultural Heritage Evaluation Report, and Cultural Documentation Report for the existing Bridge B-24 Meeks structure be prepared by Unterman McPhail Associates Heritage Resource Management Consultants at a cost of \$14,550.00 (excluding HST); and that the \$500,000 identified in the approved 10-Year Capital Budget be brought forward to fund the immediate preparation of all required heritage and environmental study reports, and the detailed design necessary to replace Bridge B-24 Meeks.

- Motion Carried.

Council recessed at 9:59 a.m. and reconvened at 10:11 a.m.

7. COUNCIL CORRESPONDENCE

7.1 Items for Consideration

None.

7.2 Items for Information (Consent Agenda)

1. County of Wellington with a media release announcing that Western Ontario Warden's Caucus hires new Executive Director of Economic Development for Western Ontario.
2. Steve Clark, Minister of Municipal Affairs and Housing, announcing the launch of consultation of proposed policy changes to the Provincial Policy Statement (PPS).
3. Township of Warwick with a resolution regarding Enforcement for Safety on Family Farms.
4. Robert Domoney, Vice President, Logistics & Systems, Vimy Oaks Legacy Corporation, informing Elgin County that all sales of Vimy Oak saplings have been suspended.
5. Port Stanley Community Policing Committee with requests for a review of crosswalks, signage and speed zones in Port Stanley.
6. Municipality of Central Elgin responding to Port Stanley Community Policing Committee's requests to review crosswalks, signage and speed zones in Port Stanley.
7. Jeff Yurek, MPP, with a thank you for assisting with the organization of the Port Bruce Bridge Funding Announcement.
8. St. Joseph's Hospice 2018-19 Report to our Community.
9. Megan Good, recipient of the 2019 Elgin County Council Warden's Personal Support Worker Leadership Award, with a thank you to Warden and County Council.
10. Charlotte McDonald, Community Development Coordinator, Eat 2 Learn, with a thank you for Elgin County Council's continued support of the Student Nutrition Programs in Elgin.
11. Human Resources Director Announcement – Amy Thomson.

The following resolution was adopted in regards to Correspondence Item #3:

Moved by: Councillor Mennill

Seconded by: Councillor Ketchabaw

Resolved the Council of the Corporation of the County of Elgin supports the resolution of the Township of Warwick regarding enforcement for safety on family farms; and that the Warden be directed to send a copy of the resolution forwarded from the Township of Warwick to the Elgin Group Police Services Board and Aylmer Police Service for consideration.

- Motion Carried.

Moved by: Councillor Marks

Seconded by: Councillor French

Resolved that Correspondence Items #1, 2, 4 – 11 be received and filed.

- Motion Carried.

8. OTHER BUSINESS

8.1 Statements/Inquiries by Members

Warden McPhail relayed concerns received from residents regarding phragmites along Highway #3. Councillor Ketchabaw noted that there is a successful spray program in Oxford County and supports looking into the issue further.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Mennill

Resolved that staff be directed to provide a report to Council at a future meeting detailing the current strategies in place for dealing with phragmites and recommendations for moving forward including potential costs; and that the Warden be directed to send a letter to Jeff Yurek, Minister of the Environment, Conservation and Parks requesting that consideration be given to designating phragmites as an invasive species.

- Motion Carried.

8.2 Notice of Motion

None.

8.3 Matters of Urgency

None.

9. CLOSED MEETING ITEMS

Moved by: Councillor Marks
Seconded by: Councillor Purcell

Resolved 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 – Fire Trainer/CEMC

- Motion Carried.

10. RECESS

None.

11. MOTION TO RISE AND REPORT

Moved by: Councillor Martyn
Seconded by: Councillor Giguère

Resolved that we do now rise and report.

- Motion Carried.

In-Camera Item #1 – Fire Trainer/CEMC

Moved by: Councillor Ketchabaw
Seconded by: Councillor Martyn

Resolved that staff proceed as directed.

- Motion Carried.

Moved by: Councillor Purcell
Seconded by: Councillor Mennill

Resolved that the Warden be directed, on behalf of Elgin County Council, to notify Elgin County's partner municipalities of their intention to proceed with the recruitment and hiring of a County Fire Training Officer/Community Emergency Management Coordinator as a resource to Elgin County's partner municipalities; and that the County Fire Training

Officer/Community Emergency Management Coordinator be a service funded through the County levy; and further that staff be directed to report back to County Council with an update on the County Fire Training Officer/Community Emergency Management Coordinator recruitment at the September 2019 meeting of County Council.

Councillor Purcell requested a recorded vote.

YEAS	NAYS
Councillor Purcell	Councillor Marks
Councillor Martyn	Councillor French
Councillor Jones	
Councillor Mennill	
Councillor Giguère	
Councillor Ketchabaw	
Warden McPhail	
TOTAL: 7	TOTAL: 2

- Motion Carried.

12. MOTION TO ADOPT RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE

Moved by: Councillor Purcell
Seconded by: Councillor Mennill

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

- Motion Carried.

13. CONSIDERATION OF BY-LAWS

13.1 By-law 19-31 – Schedule of Services and Activities Subject to Fees and Charges Amendment

BEING a By-law to Amend By-law No. 19-08 Being a By-law to Provide a Schedule of Services and Activities Subject to Fees and Charges by the County of Elgin.

Moved by: Councillor Giguère
Seconded by: Councillor Jones

Resolved that By-law No. 19-31 be now read a first, second and third time and finally passed.

- Motion Carried.

13.2 By-law 19-32 – Confirming all Actions and Proceedings

BEING a By-law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the August 13, 2019 Meeting.

Moved by: Councillor Martyn
Seconded by: Councillor French

Resolved that By-Law No. 19-32 be now read a first, second and third time and finally passed.

- Motion Carried.

14. ADJOURNMENT

Moved by: Councillor Marks
Seconded by: Councillor French

Resolved that we do now adjourn at 11:36 a.m. to meet again on September 10, 2019 at the County Administration Building Council Chambers at 9:00 a.m.

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Duncan McPhail,
Warden.

REPORTS OF COUNCIL AND STAFF

September 10, 2019

Council Reports – (ATTACHED)

Warden – Warden Activity Report August 2019

Warden – POA Open House/Ribbon Cutting

Staff Reports – (ATTACHED)

Director of Engineering Services – Sunset Road – Speed Limit Assessment

Director of Engineering Services – Elgin County Energy Conservation and Demand Management Plan (CDM) 2019-2023

Director of Engineering Services – Phragmites Management Strategy

County Solicitor – Woodlands Clearing Exemption Application – Lou Nirta and James Morley

Legislative Services Coordinator – Schedule of Council Meetings for 2020

Chief Administrative Officer – Elgin-St. Thomas Social Services Childcare Services Update

Chief Administrative Officer – Review of Council Committee Procedures

Chief Administrative Officer – Community Safety and Well-Being Planning Advisory Committee and Coordinating Committee – Terms of Reference

REPORT TO COUNTY COUNCIL

FROM: Warden Duncan McPhail

DATE: September 1, 2019

SUBJECT: Warden Activity Report – August 2019

RECOMMENDATION:

THAT the report titled “Warden Activity Report – August 2019” from Warden McPhail dated September 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 August 2019.

ACTIVITIES:

- Association of Municipalities of Ontario (AMO) Conference – August 18 – 21
- Meetings with local technology and Internet providers Techsavvy (August 26) and Packetworks (August 29) to discuss initiatives currently underway in Elgin County
- Land Division Committee (LDC) Review – discussions with members and Chief Administrative Officer
- Orientation meeting with Director of Human Resources August 29
- Small Business Enterprise Centre: 10th Annual Bridges to Better Business event

CONCLUSION:

This summer has been very busy with a variety of meetings and phone calls with residents.

All of which is Respectfully Submitted

Duncan McPhail
Warden, Elgin County Council



REPORT TO COUNTY COUNCIL

FROM: Warden McPhail, POA Steering Committee Chair

DATE: August 31, 2019

SUBJECT: POA Open House/Ribbon Cutting

RECOMMENDATIONS:

THAT the POA Facility ribbon cutting be held on November 18 or 19, 2019 at 7:00 p.m. with an open house held for members of local municipalities and the MPP; or,

THAT the POA Facility ribbon cutting be held on November 18 or 19, 2019 at 7:00 p.m. with a public open house of the public non-secure areas of the building.

INTRODUCTION:

The new POA facility will begin operations on September 10, 2019. Once any minor bugs have been worked out and the bulk of the landscaping is in place, it would be appropriate to have a ribbon cutting ceremony and open house later in November.

DISCUSSION:

As is typical during the first couple of months of operation, it is anticipated that minor adjustments will be necessary as issues become evident in the building. Also, landscape and hardscape RFQs have been issued and it is anticipated that the bulk of this work will be completed by the end of October. For this reason, late November would be an appropriate time to hold an open house and ribbon cutting.

Certainly, members of council from the eight local municipality that receive net revenue from the POA operation should be in attendance. As POA operation is provincially regulated, inviting the Honourable Jeff Yurek would also be appropriate, as well as those involved with the construction of the building and POA Stakeholders which include but are not limited to the Judiciary and Enforcement Agencies. POA staff would be able to tour this group through the entire facility. As an additional consideration, County Council might wish to invite the general public to view the facility. Unfortunately, POA staff is charged with maintaining the integrity of the court documents. This duty would be put at risk if large crowds of people were touring the secure areas of the facility. For this reason, if Council chooses a public open house, it should be restricted to the public areas of the building. Of course, members of the public are always welcome to visit the facility during normal hours of operation and can sit in the gallery of the courtroom when in session to view our justice system in action.

All of which is Respectfully Submitted

Warden McPhail
POA Steering Committee Chair

REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services

DATE: August 14, 2019

SUBJECT: Sunset Road – Speed Limit Assessment

RECOMMENDATION:

THAT the report titled “Sunset Road – Speed Limit Assessment” from the Director of Engineering Services dated August 14, 2019 be received and filed.

INTRODUCTION:

At its meeting on August 13, 2019, Council directed staff to analyse and evaluate the current speed limits on Sunset Drive beginning at East Road and extending to the village of Port Stanley; and that staff be directed to provide a follow-up report with respect to the request received from Ms. Ellis on August 13, 2019 to County Council in September 2019. The following report details the findings based on completion of the technical assessment.

DISCUSSION:

A delegation presentation before Council on August 13, 2019 was provided by Ms. Ellis on behalf of 22 signatory petitioners requesting a speed limit reduction on Sunset Road to a maximum speed of 50 km/h beginning at East Road and extending to the village of Port Stanley. Please refer to Appendix A which illustrates the requested speed limit reduction area.

As a result, County Council directed staff to study the area and report with its findings.

TRAFFIC DATA

Staff having obtained updated traffic data in this vicinity over the Civic Holiday long weekend found that the 85th percentile speed of vehicles to be 83 km/h, and the average speed to be 75 km/h within the existing 80 km/h posted speed zone. These figures are well within the acceptable range of what is expected on this type of County road, being a rural minor arterial road with an average volume of approximately 10,791 vehicles per day over the holiday long weekend.

BUILT UP AREA

Reduced speed zones on Elgin County’s roads are established when they meet the definition of a “built up area” noted in the Highway Traffic Act, R.S.O. 1990 Chapter H.8. Essentially, for an area to be classified as “built up”, at least 50% of the abutting frontage must be occupied by dwellings, businesses, schools or churches. The existing

“built-up area” density falls short of meeting such definition on this section of road, therefore the default 80km/h speed limit automatically applies.

CONCLUSION:

Staff has completed a technical assessment to determine if this section of Sunset Road qualifies for a reduced speed limit. The results of this review, based on updated traffic data and confirmation of compliance with the Highway Traffic Act has found that no action is required.

However, as always available to Council, the decision whether or not to implement reduced speed zones remains with Council. The authority for municipalities to set speed limits is granted by the Ministry of Transportation Ontario (MTO) through the Highway Traffic Act (HTA). Section 128.1 of the HTA states the following:

- 128(1) No person shall drive a motor vehicle at a rate of speed greater than,
- a) 50 kilometres per hour on a highway within a local municipality or within a built-up area; and,
 - b) Despite clause (a), 80 kilometres per hour on a highway, not within a built-up area, that is within a local municipality that had the status of a township on December 31, 2002 and, but for the enactment of the Municipal Act, 2001, would have had the status of a township on January 1, 2003, if the municipality is prescribed by regulation, unless a by-law is passed under subsection (2), (5) or (6) or a regulation is made under subsection (7) prescribing a different rate of speed.

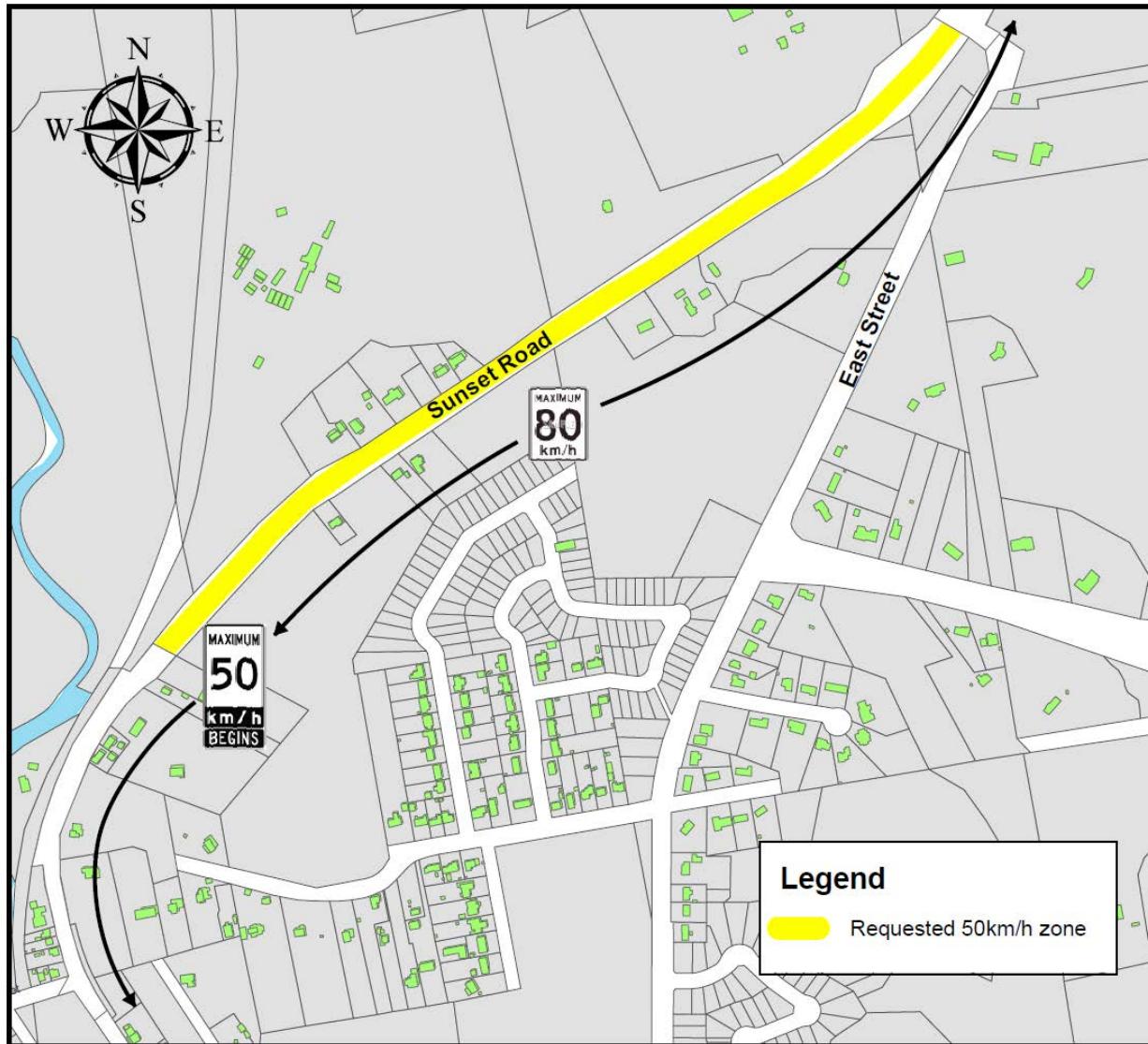
All of which is Respectfully Submitted

Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer

Appendix A – Sunset Road – Requested 50 km/h Reduced Speed Zone



Legend

Requested 50km/h zone

REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services

DATE: August 29, 2019

SUBJECT: Elgin County Energy Conservation and Demand Management Plan (CDM)
2019 - 2023

RECOMMENDATIONS:

THAT the report titled “Elgin County Energy Conservation and Demand Management Plan (CDM) 2019 - 2023” from the Director of Engineering Services dated August 29, 2019 be received and filed; and

THAT Elgin County Council approves the proposed Energy Conservation and Demand Management Plan (CDM) 2019 - 2023.

BACKGROUND:

The purpose of this report is to provide Elgin County Council with an update on the County’s progress towards meeting the requirements of O. Reg. 507/18 Electricity Act, 1998. This report also presents the Elgin County Energy Conservation and Demand Management Plan (CDM) 2019-2023 for ongoing compliance and the recommended implementation program for a long-term reduction strategy. A copy of the plan is attached for reference.

REGULATORY REQUIREMENTS:

The Government of Ontario expressed a commitment to greening public sector buildings, and developed Regulation 397/11 under the Green Energy Act, 2009 to advance this goal. Ontario Regulation 397/11, made under the Green Energy Act, 2009 and published in August 2011 was repealed and superseded by a virtually identical Ontario Regulation 507/18, made under the Electricity Act, 1998 and published in December 2018. This Regulation requires that all public agencies update their Energy Conservation and Demand Management Plan originally prepared under the former regulation.

Section 4 states:

- (1) A public agency shall prepare, publish, make available to the public and implement energy conservation and demand management plans or joint plans in accordance with section 25.35.2 of the Act and with this Regulation.
- (2) An energy conservation and demand management plan is composed of two parts as follows:

2(a). Summary of the public agency's annual energy consumption and greenhouse gas emissions for its operations.

2(b). Description of previous, current and proposed measures for conserving and otherwise reducing the amount of energy consumed by the public agency's operations and for managing the public agency's demand for energy, including a forecast of the expected results of current and proposed measures.

DISCUSSION:

Elgin County staff will continuously look to improve the energy efficiency of our facilities and processes in order to reduce our operating costs, our energy consumption, and the associated greenhouse gas emissions. The Elgin County Energy Conservation and Demand Management Plan (CDM) 2019 – 2023 will strive to achieve the following goals:

- 1) Maximize fiscal resources and avoid cost increases through direct and indirect energy savings.
- 2) Reduce the environmental impact of the County's operations.
- 3) Increase conservation knowledge and mindfulness among staff through education and utilizing best practices.
- 4) Increase the comfort and safety of the staff and patron of the County owned facilities.
- 5) Improve the reliability of County equipment and reduce maintenance costs.
- 6) Promote a culture of energy conservation within the County.

The County's overall target will be to reduce our consumption of fuels and electricity in all County operations by an average of 2% per year between now and 2023.

CONCLUSION:

Ontario Regulation 507/18, under the Electricity Act, requires that on or before July 1, 2019, the County shall submit to the Minister, publish on its website and made available to the public in printed form at the County Administrative Building, an Energy Consumption and Greenhouse Gas Emission Template for County's operations conducted in 2017. The County has met its obligations.

Ontario Regulation 507/18, under the Electricity Act, requires that all public agencies prepare an updated Energy Conservation and Demand Management Plan and an ongoing update of this is required every five years thereafter. Staff is recommending that Council endorse the attached Plan that has been developed.

Once the Elgin County Energy Conservation and Demand Management Plan (CDM) 2019 - 2023 is approved by Council, it will be posted on the County's website. Staff is committed to meeting all of the regulatory reporting requirements of the Electricity Act.

Recognizing that the Elgin County Energy Conservation and Demand Management Plan (CDM) 2019 - 2023 is a living document, the Senior Management Team will continue to review and report to Council on the progress of the initiatives implemented

and associated cost savings, cost containment and cost avoidances that are achieved including the identification of energy savings related thereto.

All of which is Respectfully Submitted

Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer



**Energy Conservation and Demand
Management Plan (CDM)**

2019-2023

Commitment

The County of Elgin is committed to responsible energy conservation and management. 2013 was the inaugural year for reporting the County's energy consumption and greenhouse emissions for each of the County owned facilities as required by the Provincial Green Energy Act. In addition to recording energy consumption, the report also sets out the County's emissions generated by the energy it consumes. The Energy Conservation and Demand Management Plan (CDM) is a living document that structures resources and methodologies designed to improve energy efficiency, effectiveness, and performance.

THAT the County of Elgin Council is committed in allocating necessary resources to develop and implement a five-year Energy Conservation and Demand Management Plan as required under Regulation 397/11 of the Green Energy Act.

Vision

The County of Elgin will continue to reduce energy consumption and mitigate costs through the wise use of energy. This will involve a collaborative effort to increase conservation awareness and a better understanding of energy management within the Corporation.

Goals

The County of Elgin will continuously improve the energy efficiency of our facilities and processes in order to reduce our operating costs, our energy consumption and the associated greenhouse gas emissions. The County of Elgin Energy Conservation and Demand Management Plan will strive to achieve the following goals:

- 1) Maximize fiscal resources and avoid cost increases through direct and indirect energy savings.
- 2) Reduce the environmental impact of the County's operations.
- 3) Increase conservation knowledge and mindfulness among staff through education and utilizing best practices.
- 4) Increase the comfort and safety of the staff and patron of the County owned facilities.
- 5) Improve the reliability of County equipment and reduce maintenance costs.
- 6) Promote a culture of energy conservation within the County.

Overall Targets

The County will reduce our consumption of fuels and electricity in all County operations by an average of 2% per year between now and 2023.

Objectives

In order to achieve the success of the strategic direction of the Energy Plan, there are a number of goals and objectives that align with its development and implementation. The following are the strategic objectives:

- 1) The creation of a culture of conservation within the County will serve to reduce greenhouse gas emissions and ensure the wise use of resources and fiscal accountability through savings and cost avoidance will lead to both direct and indirect savings.
- 2) Demonstrate leadership within the County and community as to the commitment to energy management and the investigation of new and emerging technologies.
- 3) Demonstrate sound operating and maintenance practices to complement the energy efficiencies implemented through the capital asset renewal program.
- 4) Provide a forum for discussion within the Corporation on energy management to be able to explore new ideas and trends.
- 5) With the development of the Energy Plan, all County Departments will have a roadmap and a forum to continue to ensure energy management is a consideration in all operations and facility based decisions.

The integration of operational process, facility based infrastructure improvements and staff awareness is critical to move the County towards the goal of reducing GHG emissions and transition to a carbon neutral future.

Organizational Understanding

The County is often challenged to address the need to provide increased services while working within a constrained operating and capital expenditure budget. The financial challenges facing municipal governments today warrants the need to increase efforts throughout the organization to reduce energy use and thereby the cost. Conservation and system optimization are important steps in the management of energy costs. To this end, energy efficient lighting, variable speed drive motors, and building automation systems have been introduced to assist in energy management.

Recognizing that the County of Elgin Energy Conservation and Demand Management Plan is a living document, the Senior Management Team will continue to review and report to Council on the progress of the initiative implementation and associated cost savings, cost containment and cost avoidances that are achieved including the identification of energy savings related thereto.

Staffing Requirements and Duties

Energy efficiency will be incorporated into standard operating procedures and the knowledge requirement for operational jobs.

Consideration of Energy Efficiency for all Projects

The intent is to make energy conservation and demand management part of the County's normal course of business for all facilities and operational retrofits, including capital renewal and life cycle replacement projects. Success means incorporating CDM options at the initial stages of the project design. This ensures that options for improving energy efficiency are considered, evaluated, and quantified in terms of life cycle costing analysis, including cost, maintenance and emission reduction.

Energy Consumption Reporting

The summaries for Energy Consumption reporting for each County owned facility for each program and building specific for the calendar year 2017 is included as **Appendix A**. As part of the mandatory provincial reporting, these reports are posted on the County's website at: elgincounty.ca

Renewable Energy Utilized or Planned

While the County of Elgin does not currently utilize renewable energy systems, staff will continue to investigate the potential to develop renewable energy systems throughout our County owned facilities and operations.

Planning - Energy Leader

The Engineering Services Department is designated as leader of energy planning and has been given overall responsibility for the Energy Conservation & Demand Management Plan. The Engineering Services Department is supported in this role through collective decision making of the Management Team represented by the CAO, Department Directors, with the collection of energy consumption data and facility delegated to the appropriate staff members.

Project Execution - Asset Level:

In order to sustain a corporate culture of conservation, staff must be engaged in an effective awareness and education program. Although Engineering Services Department staff has the lead responsibility in ensuring County facilities operate efficiently, all County staff should be familiar with and utilize energy efficient measures where possible. The first step in implementing an energy management program is the completion of energy audits for municipal facilities. Audits involve a technical review of a facility and its operations, the development and analysis of a baseline energy profile for the facility and identification of energy management opportunities and savings.

Project Execution - Municipal Level:

The administration and implementation of this plan will be responsibility of the Engineering Services Department. Since we all use energy in our daily activities, it will also be the responsibility of all County staff to be aware of their energy use and work towards a culture of conservation. Through staff training and web base energy management tools, staff will be able to see the results of their efforts, and benchmark between corporate facilities and with industry standards

Future Projects

Proposed Energy Conservation Measures for 2019 – 2013 are listed in **Appendix B**

Past Project

Elgin Manor – Exterior Lighting Upgrades – 2017

Replaced (24) original exterior pole-light heads to LED

Project Cost: \$15,750; **Incentive Received from Save on Energy: \$2,010**

Actual Energy Savings(kWh): 22,428.000

Administrative Building – LED Lighting Upgrades – 2017

Replaced (23) T8 Light Troffer Fixtures to LED

Project Cost: \$2,684; **Incentive Received from Save on Energy: \$950**

Actual Energy Savings(kWh): 2,878.600

Actual Demand Reduction(kW): 0.630

Administrative Building – LED Lighting Upgrades – 2018

Replaced (10) T8 Light Troffer Fixtures to LED

Project Cost: \$1,200; Incentive Received from Save on Energy: \$485

Actual Energy Savings(kWh): 921.690

Actual Demand Reduction(kW): 0.310

Energy Plan Review

The Engineering Services Department will review and evaluate the County of Elgin Energy Conservation and Demand management Plan annually, revising and updating as necessary within the corporate budget planning process.

Energy Consumption

The energy consumption progress will be monitored on an annual basis as part of the plan review process to ensure the County is on target to achieve its target of 2% each year in the consumption of fuels and electricity.

Appendix A: Energy Consumption and Greenhouse Gas Emissions Reporting - for 2017

Energy Consumption and Greenhouse Gas Emissions Reporting - for 2017																											
Confirm consecutive 12-mth period (mth-yr to mth-yr)		Jan/2017 - Dec/2017																									
Sector	Municipality																										
Agency Sub-sector	Municipal																										
Organization Name	County of Elgin																										
Operation Name	Operation Type	Address	City	Postal Code	Total Floor Area	Unit	Avg hrs/wk	Annual Flow (ML)	Electricity Quantity	Electricity Unit	Natural Gas Quantity	Natural Gas Unit	GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litre)	Building / Operation Identifier	Comments										
BOBIER VILLA	Long-term care	29491 PIONEER LINE	DUTTON	N0L 1J0	47,900.00	Sq. Ft.	168	0.00000	833,575.00000	kWh	113,028.10000	Cubic Meter	228,113.15797	42.48043	0.00000												
COUNTY OF ELGIN ADMINISTRATION BUILDING	Administrative offices and related facilities, including municipal council chambers	450 SUNSET DRIVE	ST. THOMAS	N5R 5V1	87,000.00	Sq. Ft.	40	0.00000	897,684.00000	kWh	47,511.41000	Cubic Meter	105,354.49239	16.12212	0.00000												
ELGIN MANOR - WASTE WATER TREATMENT PLANT	Facilities related to the treatment of sewage	39232 FINGAL LINE	ST. THOMAS	N5P 3S5	0.00	Sq. Ft.	168	12,49820	16,676.41000	kWh			288.46854	0.00000	1,334.30494												
ELGIN MANOR	Long-term care	39232 FINGAL LINE	ST. THOMAS	N5P 3S5	83,200.00	Sq. Ft.	168	0.00000	1,201,279.00000	kWh	167,945.10000	Cubic Meter	338,301.26472	35.89137	0.00000												
TERRACE LODGE	Long-term care	475 TALBOT ST. E.	AYLMER	N5H 3A5	57,600.00	Sq. Ft.	168	0.00000	1,112,237.00000	kWh	113,211.90000	Cubic Meter	233,280.95049	40.19840	0.00000												

Appendix B: Proposed Energy Conservation Measures for 2019 - 2023

Facility	Measure	Estimated Cost	Estimated Energy Savings (kWh) per yr	Target Date
Administrative Building	Installation of interior LED lighting	\$ 50,000	5,857.200	2020
Administrative Building	Elevator(s) Replacement	\$ 2,500,000	13,985.600	2020/2021
Administrative Building	Window Replacement	\$ 165,000	32.500	2022/2023
Administrative Building	Roof Replacement	\$ 250,000	284.600	2020
Administrative Building	Cooling Tower Replacement	\$ 100,000	253.000	2020
Administrative Building	Adding T-Stat controls to BAS	\$ 15,000	1,526.500	2019
Bobier Villa	Hallway - Installation of interior LED lighting	\$ 50,000	5,857.200	2019
Bobier Villa	HVAC Replacement	\$ 150,000	1,198.000	2020/2021
Bobier Villa	Flat Roof Replacement	\$ 100,000	112.000	2019
Bobier Villa	Spa Renovations - Installation of interior LED lighting	\$ 2,000	859.500	2020
Bobier Villa	Adding T-Stat controls to BAS	\$ 40,000	1,526.500	2021
Elgin Manor	HVAC Replacement	\$ 114,000	1,195.000	2023
Elgin Manor	Garbage Compactor Replacement	\$ 25,000	546.900	2019
Elgin Manor	140 deg. Hot Water Storage Tank Re-lining	\$ 10,000	560.000	2020
Elgin Manor	Installation of interior LED lighting	\$ 50,000	5,241.000	2019
Elgin Manor - WWTP	Pump Replacement	\$ 95,000	687.000	2023
Terrace Lodge	Building Re-development	\$ 26,000,000	TBD	2023
White Station - County Garage	TBD			
TOTAL		\$ 29,716,000	39,722.500	

REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services
Jeff Lawrence, Elgin County Tree Commissioner / Weed Inspector

DATE: August 27, 2019

SUBJECT: Phragmites Management Strategy

RECOMMENDATIONS:

THAT the report titled “Phragmites Management Strategy” from the Director of Engineering Services and the Elgin County Tree Commissioner/Weed Inspector dated August 27, 2019 be received and filed; and

FURTHER THAT staff complete an inventory of invasive Phragmites colony locations within the County road network to be provided to each member municipality necessary to implement the required invasive Phragmites Control Action Plan involving herbicide application and cutting.

INTRODUCTION:

At its meeting on August 13, 2019, Council directed staff to provide a report to Council at a future meeting detailing the current strategies in place for dealing with phragmites and recommendations for moving forward including potential costs. The following report provides background and information to Council on industry best management practices to control Phragmites.

DISCUSSION:

Phragmites australis subsp. australis, otherwise known as Common Reed or European Reed, is a highly invasive plant species now common in North American wetlands and along roadsides. It out-competes native wetland plants like cattails resulting in decreased habitat for wildlife. It thrives in disturbed habitats and prefers areas of standing water, but the roots can grow to extreme lengths, which allows the plant to survive in low water areas.

Invasive Phragmites grows in dense stands which crowd out native vegetation, resulting in decreased plant biodiversity. It provides poor habitat and food for wildlife, impacting species at risk. Stands of dead, dry stalks of invasive Phragmites are combustible, and can result in fires. It is common along our roadsides and is blocking site lines at road intersections and entrances, and thus causing road safety concerns. It also clogs drainage ditches, negatively affects agriculture, lowers property values, and impacts recreational activities such as swimming, boating, and angling by blocking shoreline views and access to lakes and rivers.

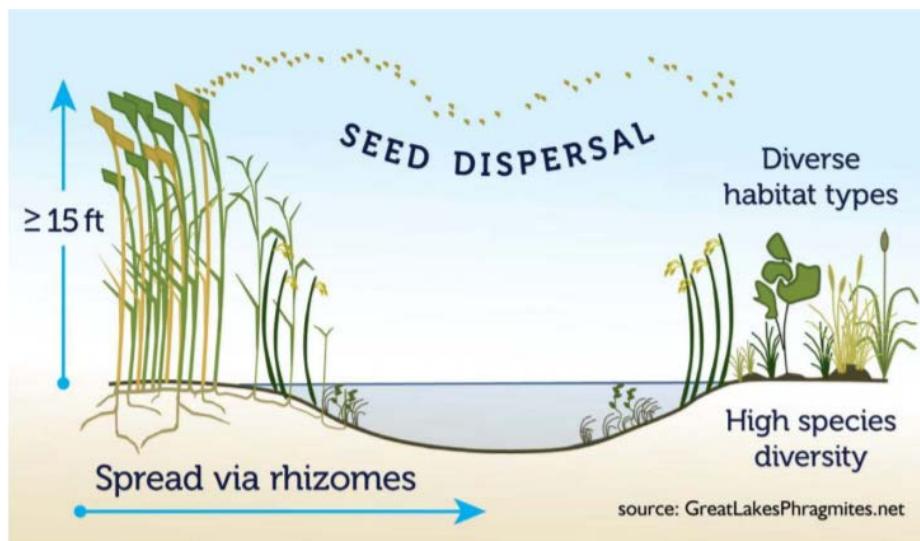
Invasive Phragmites is found throughout North America, and in Ontario, Phragmites has spread by almost 30% between 2010 and 2018 with virtually every region of Ontario impacted by the steady advance of this plant. Phragmites is one of the most significant threats to Great Lakes coastal habitats, where it continues to drastically reduce plant and animal diversity and threatens a high number of Species at Risk (SAR).

Quick Facts:

- Can grow up to 5 metres tall
- Can spread over 3 metres per year
- Produces toxins from its roots which impedes the growth of native plants, and can even kill them
- Spreads most commonly through equipment and construction

Biology

Below ground, invasive Phragmites forms a dense network of roots and rhizomes penetrating deeply into the soil. It spreads horizontally by sending out rhizomes which can grow several metres in a single growing season if conditions are optimal. Invasive Phragmites can spread by seed, producing hundreds to thousands of seeds annually, which are dispersed mainly by wind and water. Dispersal to new sites is typically by seed except along rivers and shorelines where fragments of rhizomes may be washed down to new sites where they can establish. Along roadsides and within drains, rhizome fragments may also be transported by heavy machinery undertaking maintenance activities. New populations may appear sparse for the first few years after introduction but the plant's rapid rate of growth and spread results in a dense, monocultural stand.



Best Management Practices

Recent studies have identified roads and other transportation corridors along with the movement of infested heavy equipment as the major conduits for spread. Currently Ontario lacks the coordinated and unified approach that is required to effectively deal

with invasive Phragmites and curtail its rapidly increasing distribution. However, local control programs are underway in a number of Ontario's municipalities and the province including but not limited to City of London, City of St. Thomas, Oxford County, etc. Four of Elgin County's member municipalities (Municipality of West Elgin, Municipality of Dutton Dunwich, Municipality of Central Elgin, and Township of Malahide) informally have adopted similar best management practices, and have been administering such eradication efforts on both County and local roads for several years as part of their annual road maintenance operations. The collective knowledge obtained through these efforts has led to the preparation of the "Smart Practices for the Control of Invasive Phragmites along Ontario's Roads (March 2015)" https://www.opwg.ca/wp-content/uploads/2017/06/Smart-practices-for-the-control-of-phrag-in-ditches-and-roadsides_Version-1.pdf guidance document by the Ontario Phragmites Working Group, and the issuance of "Invasive Phragmites – Best Management Practices 2011" https://www.opwg.ca/wp-content/uploads/2017/06/Smart-practices-for-the-control-of-phrag-in-ditches-and-roadsides_Version-1.pdf from the Ontario Ministry of Natural Resources and Forestry (MNRF).

As recommended in both guidance documents, the most effective practice to eradicate invasive Phragmites in Ontario involves a combination of herbicide application by a provincially licensed exterminator ideally between June to August, followed up with cutting or rolling the dead biomass at least three weeks following herbicide application. Thereafter, ongoing monitoring and follow up herbicide applications may be necessary to prevent resurgence of the plant colony.

Proposed Action Plan

Following recent in-depth discussions with Kettle Creek Conservation Authority staff, and with all County member municipality staff to confirm individual municipality operational Phragmites control practices, County Engineering Services staff in concert with the County's Tree Commissioner / Weed Inspector recommends a County wide coordinated Phragmites management strategy to prioritize the rehabilitation and enhancement of the County's natural heritage system on County owned lands and along its road network. Such can be achieved through a hierarchical approach prioritizing the following processes:

1. Inventory/Mapping of existing priority invasive plant colonies;
2. Early Detection and Rapid Response to new invasions;
3. Management of established invasive plant colonies (using containment, eradication control measures); and,
4. Monitored prevention of new invasions.

Through discussion with several local specialized industrial vegetation management service providers that currently service MTO and various county and municipal clients, the annual cost for the application of an approved Phragmites control herbicide product ranges between \$3,950 and \$9,200 per hectare depending on the required application methodology and herbicide product composition. Assuming a 2m wide invasive Phragmites patch, approximately 5km of a roadside ditch can be treated.

This strategic invasive Phragmites management Action Plan suggested for implementation will provide direction for municipal action currently specifically absent from the County's respective road maintenance agreements above and beyond strictly cutting of roadside vegetation.

In accordance with section 4.5 of the respective County road maintenance agreements, completion of such additional scope of service by member municipalities will be fully funded by the County upon receipt of an invoice. Currently the County's annual operating budget includes an allocation in the amount of \$200,000 to address maintenance activities not included in the agreements scope of services. It is recommended that the proposed invasive Phragmites Action Plan be funded in this manner.

Next Steps

As detailed in the proposed Action Plan, Engineering Services staff will work collaboratively with each County member municipality to immediately begin identifying and recording all invasive Phragmites colony patch locations throughout the entire County road network for the balance of 2019. Such inventory/mapping exercise utilizing geographic information system (GIS) software will create a benchmark for management activities in 2020 and provides the ability to monitor the spread and reduction of such focus areas in follow-up years.

CONCLUSION:

Invasive Phragmites is an aggressively spreading grass that was recognized in 2005 as Canada's worst invasive plant by scientists at Agriculture and Agri-food Canada that simply must not be ignored. The quicker an infestation is dealt with, the easier and less costly it will be to manage. The development of best management practices in consultation with provincial and municipal staff has provided guidance to several Elgin County member municipalities currently administering their own eradication efforts on County roads.

The recommended implementation of the coordinated invasive Phragmites Action Plan involving the application of an approved herbicide on County roads and property followed by cutting, and fully funded annually by the County's budget, aims to eliminate the presence and spread of such invasive plant.

All of which is Respectfully Submitted

Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer

Jeff Lawrence
Tree Commissioner/Weed Inspector



REPORT TO COUNTY COUNCIL

FROM: Stephen H. Gibson, County Solicitor

DATE: August 30, 2019

SUBJECT: Woodlands Clearing Exemption Application – Lou Nirta/James Morley – Lot 4, Concession 14, Municipality of West Elgin, County of Elgin

RECOMMENDATION:

To ensure objectivity of the pending Hearing before County Council, no recommendations are made within this Report. Both the Tree Commissioner and County Solicitor will be available for assistance to Council at the Hearing of the subject Application.

INTRODUCTION:

The purpose of this Report is to inform Council of the details of both the Application for Council Exemption submitted by Lou Nirta/James Morley pursuant to By-Law 05-03 (Woodlands Conservation By-Law) and the Letter of Objection to such Application submitted on behalf of Hickory Grove Campers Association. In light of the aforesaid Objection, a Hearing for Council consideration of the said Application is scheduled for September 24, 2019.

BACKGROUND:

Lou Nirta and James Morley, as registered landowners, have made Application for Council Exemption to permit the clearing of trees from a portion of their landholding comprising Part of Lot 4, Concession 14, Municipality of West Elgin, Elgin County. The bulk of the landholding is comprised of a parcel located at the extreme southern edge of the lot, on the bluffs above the waters of Lake Erie. Historically, access to the said parcel was over Hickory Grove Campground, located immediately west of the lakeside parcel, although there did exist a 33 foot right of way at the extreme west edge of Lot 4. In 2018, Messrs. Nirta and Morley acquired registered title to the said 33 foot strip of land as well as another 40 foot strip of land immediately to its east – it is understood that the purpose of the combined 73 foot strip of land, or a portion thereof, is an access laneway from Gray Line to the southern parcel overlooking Lake Erie.

The Application seeks permission to clear trees from a portion of the now 73 foot combined strip to facilitate construction of the access laneway. It is critical to recognize that trees are proposed to be harvested from the area of the former 33 foot right of way.

Attached as Appendix "A" and "B" to this Report is, respectively, a sketch depicting relevant land holdings and a copy of the application for Council Exemption under consideration.

The Application for Council Exemption is opposed by the Hickory Grove Campers Association, collectively occupants of the lands immediately west of these lands owned by Messrs. Nirta and Morley and, of most significance to such opposition, abutting the

proposed access strip as described above. Correspondence has been received from legal counsel for the said Association, explaining that the objection arises from a dispute as to ownership of a portion of the original 33 foot right of way and from which Messrs. Nirta and Morley propose to remove trees.

Attached as Appendix "C" to this Report is a copy of the Letter of Objection filed on behalf of Hickory Grove Campers Association.

COMMENTARY/ANALYSIS:

Firstly, it is noted that the Applicants Nirta and Morley were previously charged and convicted of violations of By-Law 05-03 for illegal clearing of trees from the original 33 foot right of way. All fines and related charges associated with that conviction have been paid.

Secondly, it is noted that, in 2015, Council granted the Applicants an Exemption to harvest trees within the original 33 foot right of way, although that work was not undertaken and the Exemption expired. The Exemption decision required the Applicants to plant 525 trees of species/stock and at a location acceptable to the Tree Commissioner, to pay all monies outstanding in respect of the prior convictions, and to comply with all signage and notice requirements as required by By-Law 05-03 prior to the commencement of the exempted clearance of trees.

Thirdly and in respect of the now pending Application, the Tree Commissioner advises that the Applicants have committed to the reforestation of an acceptable area of land adjacent to an existing woodlands and utilizing acceptable species/stock. As a result of such proposed reforestation, the Application appears to comply with the "no net loss" policy fundamental to the purpose of By-Law 05-03 and will replace an equivalent, if not larger, woodland area, will enhance and expand an existing woodland, and will increase species diversity within that woodland.

Fourthly and again in respect of the now pending Application, the County Solicitor advises that,

1. The text of Section 4 of By-Law 05-03, relating to the Council Exemption process, is attached as Appendix "D" to this Report.
2. The text of the definition of "owner" from Section 1 (cc) of By-Law 05-03 is attached as Appendix "E" to this Report.
3. Given the expanded definition of "owner", to include any person having any right, title, interest, or equity in land, the Objector Campers Association could and likely would qualify as an owner of portions of the original 33 foot right of way lands if the claim to adverse possession as referenced in the Letter of Objection proved successful. If the Campers Association, or individual members thereof, were found to be an owner of such lands, or portions thereof, it follows that such other person, persons, or entity should be a party to and support the Exemption Application where trees are to be harvested from those lands in which he, she or it has an interest in title. Unfortunately, the County Solicitor is not in a position to provide an informed opinion on the merits of the claim to adverse possession or the probabilities of success or failure in the pending court proceeding – as such, it can

only be stated that the Objector Campers Association and/or its members possess only a contingent interest in the title to lands from which Messrs. Nirta and Morley appear to propose clearance of trees.

Finally and again in respect of the now pending Application, the Tree Commissioner and County Solicitor recommend that, if an Exemption is granted, appropriate terms and conditions should be attached to that permission, including but not necessarily to term/conditions which would ensure compliance with both the "no net loss" policy and procedural requirements under By-Law 05-03.

All of which is Respectfully Submitted

Approved for Submission

Jeff Lawrence
Tree Commissioner/Weed Inspector

Julie Gonyou
Chief Administrative Officer

Stephen H. Gibson
County Solicitor

APPENDIX “A”

**Legend**

- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Parcels

Notes

Lot 4, Concession 14, West Elgin

APPENDIX “B”

- 17 -

Schedule "B"

Council Exemption for Woodlands Clearing Application

APPLICATION NUMBER 002-019

I/We wish to apply for an exemption from the provisions of the County of Elgin By-Law No. 05-03 which prohibits or regulates the destruction or injury of trees. In order to be allowed to remove trees as outlined in this application.

1. Name(s) of Owner(s): Lou NIRTA JAMES MARLEY
Telephone: 519 671 1268

Mailing Address: 1457 ELLIOT DRIVE PARKHILL ONT
NOM 2K0 PO Box 446

2. Location of Woodland Clearing:
Municipality (Town, Village, Municipality) WEST ELGIN
Lot 21707 Grey Line Concession Rodney

GPS Coordinates Latitude _____ Longitude _____

Civic Address (911#) 21707 CONC 14 SPT Lot 4
Tax Roll No. 34-34-000-040-15800-0000

3. Reason for wishing to destroy or injure trees:
Trees overgrown on road allowance.

4. Describe species of trees and size of trees to be removed.
ASH MAPLE, From 3" TO 12"
Approximate 75-80 trees in random size

5. Area to be cleared (in metric)
Length 250 metres Width 10 metres
Area _____ (in square metres or hectares)

6. Has the owner previously applied for and been granted permission to destroy or injure trees? Yes () No (X)

If yes, please indicate the purpose to which they were removed approximate size of area cleared and date.

7. Other Information deemed pertinent to this application.
OMB DECISION AUG 9 2011 (PL101432)
ENTRANCE PERMIT Applied For & APPROVED BY COUNTY

-18-

Schedule "B" continued

8. Names, mailing address and phone number of all owners of property which abut the land of the owner of the woodlands in respect to which this application is made as per Section 4 of this By-Law. (If insufficient space, please attach another sheet of paper.)

Name	Mailing Address	Phone Number
LAKEVIEW ALDBOROUGH	44821 BRIDGE RD.	519 949 0582
HICKORY Grove	21527 LIREY Line	519 2815157

9. Each application must be accompanied by a sketch, no smaller than 20 centimetres by 35 centimetres, showing: a scale drawing clearly indicating the area proposing to be cleared and the area or trees that will remain, all buildings on the owner's property and on the abutting property, and the land use of abutting lands (e.g. residential, agricultural, woodlands, commercial, etc.)
10. An on site inspection will be made. Please mark perimeter trees, which will remain if this application is granted, by spraying, or some other means, to clearly indicate during the site visit what is being proposed for clearing.

April 9, 2019Lee Ninto
Signature of Applicant or Authorized Agent

Note: If this application is signed by any person other than the owner, written authorization of the owner(s) must accompany the application. If the applicant is a corporation, the application must be signed by an Officer (and the position must be indicated) and the corporate seal shall be affixed.

Please return completed application form to: Elgin County Tree Commissioner of Kettle Creek Conservation Authority, 44015 Ferguson Line, RR # 8, St. Thomas, Ontario, N5P 3T3.

COUNCIL EXEMPTION REQUIREMENTS/ INFORMATION

- I. An Application to Council for Exemption to Clear Woodlands must be completed in full in order to be processed. An application for an area greater than 1.0 hectares must be approved by Council and may require an Environmental Impact Study.
- II. It shall be normal practice that when an owner or his authorized agent makes an inquiry with regard to Woodlands Conservation By-Law No. 16-03, that the Officer will make an inspection of the property to determine whether or not an Application to Council for Exemption for Woodland Clearing is required.
- III. The County has a "No Net Loss Policy" stating that for every hectare of land cleared a hectare has to be replanted based on 1750 trees per hectare and replanted in the same municipality.
- IV. Notice of this permit application shall be sent by regular mail to all landowners whose lands abut the land the applicant has outlined. Landowners separated by a public road allowance shall also be considered to be abutting landowners. Further circulation of this application may be made to the appropriate government agencies for review and comments (i.e. Conservation Authorities, Ministry of Natural Resources, Ministry of Agriculture Food and Rural Affairs, and local Municipalities).
- V. Once an Application to Council for Exemption for Woodland Clearing is received the Officer will erect and display a public notice sign at the entrance from the adjoining roadway to the land where the Permit is being sought in a position that is clear and visible to all persons, and such a sign will be in the format of Schedule "E".
- VI. The application will not be considered by Council unless forty (40) business days have passed from the date of receipt.

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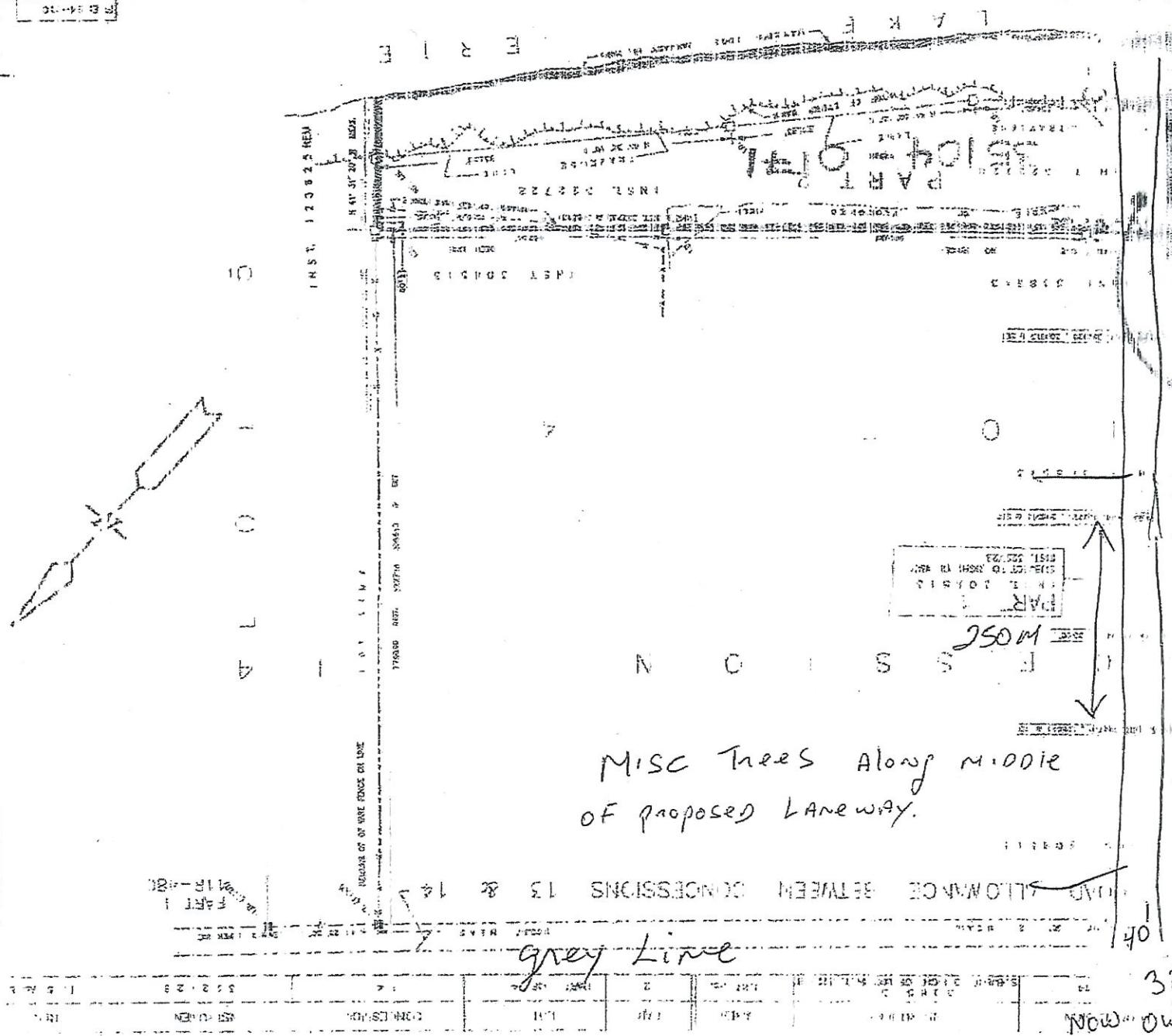
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10

2

11

4728



MISC Trees Along Middle
of proposed Laneway.

ex-Line

40 73 1/2 TOTAL
33 Right of way.
Now owned by Mr. NIRIA

APPENDIX “C”



Adrien P. Cameron

585 Talbot St. London ON N6A 2T2
519-679-4000 ext. 222 | 519-679-7700 (Fax)
acameron@frautslawyers.ca

July 12, 2019

Our File No.: 0901

VIA E-MAIL

Elgin County
450 Sunset Drive
St. Thomas, Ontario, N5R 5V1

Attention: Stephen H. Gibson, County Solicitor

Dear Mr. Gibson:

Re: Application by Nirta / Morley for Exemption to Elgin County By-Law No. 05-03

Further to our recent communications, including your fax memo, dated July 8, 2019, and the writer's voice mail message to you of July 10, 2019, the writer confirms that we wish to vary our client's position as set out in our original letter, dated May 21, 2019, to Jeff Lawrence, Tree Commissioner, Kettle Creek Conservation Authority.

As explained in the voice mail message, the writer has recently had an opportunity to take an actual view of lands in question; described as Part 1, Plan 11R-9761, and Part 1, Plan 11R-5840, which were surveyed by Archibald Gray & McKay Ltd. ("AGM") on December 5, 2017, and the resulting Plan of Survey was deposited on title as Plan 11R-10300 on March 8, 2018. The writer now requires an opportunity to meet with an Ontario Land Surveyor ("OLS") from AGM to ensure that we fully understand what is depicted on three plans of survey, two completed by AGM and the other completed by Brian Vaughan, OLS (now retired).

In the circumstances, and understanding that the application must be considered by County Council within the prescribed time frames, our client wishes, at least for time being and until the writer has had an opportunity to meet an OLS from AGM, which is being arranged now, to object to the application being sought by Messrs. Nirta and Morley over the approximately 73-foot wide parcel of land situated between Lots 3 and 4, Concession 14, *starting* 758.90 feet southeast from Gray Line, and continuing for 914.69 feet to its boundary with Part 2, 11R-5840 and beyond by 322.81 feet. We make the observation that the large portions of the lands over which our client maintain its objections consists predominately of greenery and foliage other than woodland (or trees).

-2-

Our client does not object to the application being sought over the approximately 73-foot wide parcel of land situated between Lots 3 and 4, Concession 14, starting at Gray Line and running southeast for 758.90 feet. We make the observation that this portion of the lands is predominately swampy woodland.

For your easy reference, we enclose a copy of Plan 11R-10300, on which we have marked the area over which there is (red) and there is not (yellow) objection.

We apologize for any delay and inconvenience created by our client's change in position. We reserve the right to further vary our client's position after the meeting with the OLS is held.

Should you have any questions or concerns arising from this letter, please do not hesitate to contact the writer.

Yours very truly,

FRAUTS LAWYERS

Per:



Adrien P. Cameron

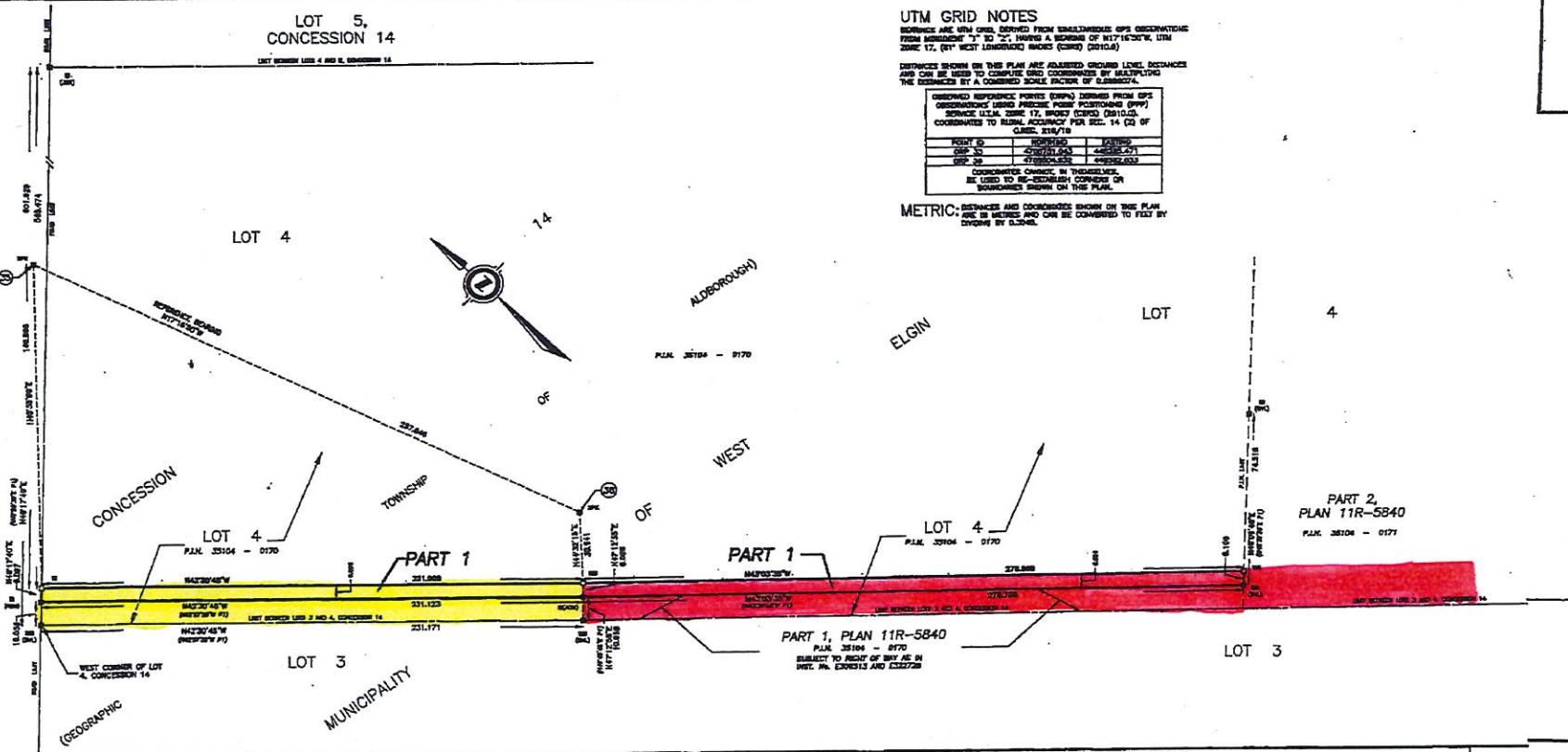
APC/sc

Encl.

cc: Client

cc: Lawyers for the Applicants

ROAD ALLOWANCE BETWEEN CONCESSIONS 13 AND 14



I REQUIRE THIS PLAN TO BE
DEPOSITED UNDER THE LAND
TAXES ACT.

DATE: JULY 11/14

Janis
JANIS JOPPIN

JASON WILHELM
ONTARIO LAND SURVEYOR

PART SC

PART	LOT	CONC%
1	PART OF 4	14

PLAN 11R-9

PLAN OF SURVEY

OF PART OF
LOT 4, CONCESSION 14

(GEOGRAPHIC TOWNSHIP OF ALDBOROUGH
NOW THE " - .

MUNICIPALITY OF
WEST FLORIDA

**WEST. ELGIN..
COUNTY OF ELGIN**

SCALE 1:1000
20 35 70 8 9 23 48 60

SCALE IN METERS

2014
ARCHIBALD, GRAY & MCKAY LTD.

SURVEYOR'S CERTIFICATE.

- 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2) THE SURVEY WAS COMPLETED ON THE 6TH DAY OF JUNE, 19--.

JUNE 8, 2014

JASON BELWING
ESTATE LAND SURVEYOR

LEGEND

- MONUMENT FOUND
MONUMENT PLACED
MONUMENT REMOVED FOR BUR.
MONUMENT REMD.
MONUMENT SPK.
MONUMENT ASSEMBLED, GRAY & MASON LTD., G.L.S.
MONUMENT LID, G.L.S.
MONUMENT LID, G.L.S.
MONUMENT REMOVED, GRAY & MASON LTD., G.L.S.

EAGM

PLAN NO. 6-4448-Z



REPORT TO COUNTY COUNCIL

FROM: Jenna Fentie, Legislative Services Coordinator

DATE: August 30, 2019

SUBJECT: Schedule of Council Meetings for 2020

RECOMMENDATIONS:

THAT the schedule of County Council Meetings for 2020 be adopted; and

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

INTRODUCTION:

County Council must approve a schedule of regular meetings of Council for each calendar year. Once approved, the schedule may be amended when notice is given as provided for in the *Municipal Act, 2001*¹ and pursuant to Elgin County Council's Procedural By-Law 18-38². Special Meetings of Council may be scheduled at any time, as provided for in the *Municipal Act, 2001*³. The purpose of this report is to adopt a schedule of Council Meetings for 2020. A draft schedule is attached to this report.

DISCUSSION/CONCLUSION:

Pursuant to County Council's Procedural By-Law⁴, Council endeavours to meet in the Council Chambers of the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, ON or other designated location, at a time designated by the Warden (typically 9:00 am), on the second and fourth Tuesday of each month or as amended and when notice is given.

As much as possible, the attached schedule facilitates a meeting schedule of holding meetings on the second and fourth Tuesdays of each month. The draft schedule suggests holding one meeting in February due to a conflict with the Ontario Good Roads Conference, and only one meeting is proposed for April due to the Easter Holiday. Additionally, only meeting is proposed to be held in both July and August with the understanding that additional meetings will be held if needed.

All of which is Respectfully Submitted

Approved for Submission

Jenna Fentie
Legislative Services Coordinator

Julie Gonyou
Chief Administrative Officer

¹ Section 238(2)(2.1), *Municipal Act, 2001*

² Elgin County Council Procedural By-Law 18-38

³ Section 240, *Municipal Act, 2001*

⁴ Elgin County Council Procedural By-Law 18-38, Section 11

DRAFT SCHEDULE OF COUNTY COUNCIL MEETINGS FOR 2020

Meeting Date (2020)	Time	Special Considerations
January 14	9:00 a.m.	Rural Ontario Municipal Association Conference
January 28	9:00 a.m.	held January 18-21, 2020
February 11	9:00 a.m.	One meeting proposed for February, due to a conflict with Ontario Good Roads Conference held February 23-26, 2020
March 10	9:00 a.m.	March Break 16-20, 2020
March 24	9:00 a.m.	
April 28	9:00 a.m.	Only one meeting proposed in April due to Easter Holiday.
May 12	9:00 a.m.	
May 26	9:00 a.m.	
June 9	9:00 a.m.	Canadian Association of Municipal Administrators Conference June 1-3, 2020; Federation of
June 23	9:00 a.m.	Canadian Municipalities Conference June 4-7, 2020.
July 14	9:00 a.m.	Typically only one meeting is held in July. Additional meeting will be held July 28 if needed.
August 11	9:00 a.m.	Typically only one meeting is held in August. AMO Conference held August 16-19, 2020. Additional meeting will be held August 25 if needed.
September 8	9:00 a.m.	
September 22	9:00 a.m.	
October 13	9:00 a.m.	
October 27	9:00 a.m.	
November 10	9:00 a.m.	
November 24	9:00 a.m.	
December 8	7:00 p.m.	Inaugural Meeting - Warden's Election
December 10	9:00 a.m.	Inaugural Meeting resumes – regular meeting



REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: September 1, 2019

SUBJECT: Elgin-St. Thomas Social Services Childcare Services Update

RECOMMENDATION:

THAT the report titled "Elgin-St. Thomas Social Services Childcare Services Update" from the Chief Administrative Officer dated September 1, 2019 be received and filed.

INTRODUCTION:

The City of St. Thomas is the Consolidated Municipal Services Manager (CMSM) for the delivery of Social Services (Ontario Works), Children's Services and Employment Services on behalf of the County of Elgin.

The Provincial Government recently announced changes to the overall Child Care Funding Formula effective January 2020. This change will increase the cost to municipalities to deliver Child Care and Early Years programming.

BACKGROUND:

A report which provides details of the funding implications for 2020/2021 for both the City and the County was included in the City of St. Thomas Council agenda package on August 12, 2019. This report is attached for your information.

CONCLUSION:

Social Services, Children's Services and Employment Services are mandatory municipal services that will require an additional investment from the County of Elgin.

Additional information regarding escalating costs for these services or any changes to these service areas will be provided to County Council once more information is available.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer



Report No.

SSES-13-2019

File No.

Directed to: Mayor Joe Preston and Members of City Council	Date Authored: August 2, 2019 Meeting Date: August 12, 2019
Department: Social Services	Attachment
Prepared By: Teresa Sulowski, Supervisor of Children's Services	
Subject: New Child Care Spaces and Family Centre in Aylmer	

Recommendation:

THAT: Council receive Report SS-13-2019 New Child Care Spaces and Family Centre in Aylmer for information, and further;

THAT: Council approve the child care funding for the 2020 year and beyond outlined in Report SS-13-2019, and further:

THAT: Council approve entering into the attached draft agreement with the London District Catholic School Board (LDCSB), and further;

THAT: Council approve the preparation of a by-law to authorize the Mayor and Clerk to execute this agreement.

Council will recall that this was discussed at a recent Reference Committee meeting held on June 24, 2019

Background:

In May of 2015, the Ministry of Education announced \$120 million in new child care funding over three years towards the construction of child care spaces in new schools and schools approved for major expansions and renovations. The Ministry has allocated approximately \$90 million of this funding to support over 50 projects in the first two years resulting in almost 3,200 new licensed child care spaces in schools.

On July 14, 2017, the Ministry announced that the joint submission between LDCSB and the Children's Services Division was approved by the Ministry of Education. This planned renovation of Assumption Catholic School in Aylmer will accommodate licenced child care for 6 infants (0-12 months of age), 10 toddlers (12 to 24 months of age) and 24 preschoolers (24 to 60 months of age) as well as a child and family centre consisting of a multipurpose room 2 clinic/meeting rooms, an interprofessional room, and an administrative office. The capital investment is \$2,245,281 for Assumption Catholic School.

This location is ideal for a licenced child care and family centre for several reasons. There is an identified social risk level in this community and there are few existing licenced child care spaces. Several data sources, including the Early Development Instrument and Elgin-St. Thomas Public Health's 2015 Health Status Report illustrate the elevated social risk for the East Elgin community relative to Elgin County. Aylmer currently has one licenced full day child care centre which operates at full capacity and has a significant waitlist for families. This lack of child care spaces in the community requires families to drive to neighboring communities, or they have barriers to transportation, to rely on informal, unlicensed child care or to forgo participation in the workforce or training opportunities.

On April 26, 2019, the Ministry of Education provided an amendment to our School Based Capital Project that indicated that this project would still be eligible for the capital funding commitment, however, it would no longer be eligible for dedicated multi-year operating funding. School Boards and Consolidated Municipal Service Manager (CMSMs) were required to complete a joint confirmation form that would confirm that "any required operating funds for the new child care capital spaces would be managed from within the (CMSMs) existing operating budget; or the project would not be supported and therefore would not proceed".

Financial Impact

In 2019 the Provincial Government announced changes to the overall Child Care Funding Formula effective January 2020. This change will increase the cost to municipalities to deliver Child Care and Early Years programming. Included in these increased in municipal costs are:

- An increase to administrative costs and a change to the administrative cost share formula which will now be cost-shared at a rate of 50/50. Previously this funding was 100% provincially funded
- CMSMs will be required to cost-share the operating portion of Expansion funding at a rate of 80/20 provincial/municipal. Previously this funding was 100% provincially funded

These changes to the funding formula will result in an estimated tax funded increase of \$200,000 for the local CMSM in order to maintain the child care and early years system as it currently exists beginning in 2020.

Additional Financial Impact from Child Care Capital Projects

There are three projects that are affected by this funding formula:

Aldborough Public School – an addition of 49 space child care and EarlyOn Family centre – We estimate this centre will require approximately \$250,000 per year in subsidies. These subsidies will be funded with expansion funding which under the new funding formula is 80% provincial. As a result, the municipal portion will be about \$50,000 per year and the annual City cost would be about \$32,500. The CMSM previously committed to this project with the previous understanding that operating funds would be provided at 100% provincial as opposed to the new 80/20 cost share. These funds for operating would not be required until the centre opens. The earliest that this opening could take place is September 2020.

Assumption Catholic School - an addition of 40 space child care and EarlyOn Family centre. We estimate this centre will require approximately \$250,000 per year in subsidies. These subsidies will be funded with expansion funding which under the new funding formula is 80% provincial. As a result, the municipal portion will be about \$50,000 per year and the annual City cost would be about \$32,500. The Ministry of Education requires a commitment by August 31, 2019, from the CMSM that any required operating funds for this project would be managed from the CMSMs current operating budget. These funds for operating would not be required until the centre opens. The earliest that this opening could take place is September 2020.

St. Catherine Street Child Care – a new 88 space child care centre. We estimate this centre will require approximately \$500,000 per year in subsidies. These subsidies will be funded with expansion funding which under the new funding formula is 80% provincial. As a result, the municipal portion will be about \$100,000 per year and the annual City cost would be about \$65,000. These funds for operating would not be required until the centre opens. The earliest that this opening could take place is December 2020.

In summary, the tax implications by 2021 are:

- Regardless of the capital project expenditures listed below, we will need \$200,000 effective January 2020, and this is a result of the change in the provincial funding formula

Funding for 2020 (based on earliest opening date)	Total Operating Funding	Provincial portion 80%	City portion 13%	County Portion 7%
Aldborough (September)	62,500.00	50,000.00	8,125.00	3,500.00
Assumption (September)	62,500.00	50,000.00	8,125.00	3,500.00
St. Catherine St. (December)	42,000.00	33,600.00	5,460.00	5,400.00
Totals	167,000.00	133,600.00	21,710.00	12,400.00
Funding 2021 and beyond	Total Operating Funding	Provincial portion 80%	City portion 13%	County Portion 7%
Aldborough	250,000.00	200,000.00	32,500.00	17,500.00
Assumption	250,00.00	200,000.00	32,500.00	17,500.00
St. Catherine Street	500,000.00	400,000.00	65,000.00	35,000.00
Totals	1,000,000.00	800,000.00	130,000.00	70,000.00

Children's Services is working to identify and implement potential efficiencies to mitigate cost increases because of the changes to the funding formula, however, there is a limit to the extent of these efficiencies. Possible options include:

- Reducing operating funds to centres which would result in an estimated increase in child care fees for parents of 10% (this is an average estimate because fee subsidy costs are calculated on an individual basis and can range from zero to 100%)
- Reducing services provided to children with special needs by 15%
- Implementing a wait list for child care subsidy which will negatively impact working families in the City and county

Council approval of entering into the agreement attached agreement is respectfully requested.

Respectfully,

Teresa Sulowski
Children's Services Supervisor

Reviewed By:

Social Services

Treasury

W.S. GRAVES
CITY MANAGER

Joint Confirmation – Previously-Approved School-Based Child Care Capital Projects

City of St. Thomas & London District Catholic School Board

The City of St. Thomas and London District Catholic School Board confirm whether to proceed with, defer or not proceed with (cancel) the previously-approved school-based stand-alone* child care capital project(

*A school-based "stand-alone" child care capital project is one that is not part of a larger school capital project. Examples include an existing school that adds child care rooms, or an existing school that renovates excess/surplus space for child care.

If proceeding, the City of St. Thomas and London District Catholic School Board confirm that any required operating funding for the new child care capital spaces will be managed from within the CMSM's or DSSAB's existing operating budget.

If not proceeding (canceling), London District Catholic School Board should immediately minimize and/or cease incurring any additional costs associated with the cancelled project, wherever possible.

Some previously-approved school-based child care capital projects may be ready to proceed in the near future, in which case the City of St. Thomas and London District Catholic School Board may agree to confirm some projects immediately and defer decisions about others to a later date (prior to August 30, 2019).

If deferring, school boards should immediately minimize and/or cease incurring any additional costs, wherever possible.

If the City of St. Thomas and London District Catholic School Board decide to proceed with some projects (i.e. confirm that any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget), the ministry must receive two copies (Excel and scanned with signatures) of the Joint Confirmation Form before an Approval to Proceed (ATP) to tender can be granted.

Child Care Project Name	Municipality	Linked to EarlyON capital project? (see below)	Rooms		Spaces		Total Child Care Rooms	Total Child Care Spaces	Child Care Capital Funding	Project Status	Confirmation Status	CONFIRMATION		Confirmation Date (YYYY-MM-DD)
			Infant	Toddler	Preschool	Fam Age Grp	Infant	Toddler	Preschool	Fam Age Grp	Confirmation Status	Confirmation Decision	Confirmation Status	
Assumption CS	Aylmer	Y	1	1	1	0	10	15	24	0	Planned			
							Total	3	49	\$ 1,187,623				
Proceeding child care total (if confirmation = YES)			0	0	\$ -									
Deferred child care total (if confirmation = DEFER)			0	0	\$ -									
Not proceeding (cancelled) child care total (if confirmation = NO)			0	0	\$ -									

Joint Confirmation – Previously-Approved School-Based Child Care Capital Projects

City of St. Thomas & London District Catholic School Board

The City of St. Thomas and London District Catholic School Board confirm whether to proceed with, defer or not proceed with (cancel) the EarlyON Child and Family Centre portion of the joint capital project(s) below.

EarlyON Project Name	Municipality	Linked to child care capital project? (see above)	--	EarlyON Rooms	EarlyON Capital Funding	Project Status	CONFIRMATION		
							Confirmation Status	Confirmation Decision	Confirmation Date (YYYY-MM-DD)
Assumption CS	Aylmer	Y	--	2	\$ 524,337	Planned			
Total				2	\$ 524,337				
Proceeding EarlyON total (if confirmation = YES)									
Deferred EarlyON total (if confirmation = DEFER)									
Not proceeding (cancelled) EarlyON total (if confirmation = NO)									

This is to affirm that this Joint Confirmation Form has been approved by both the Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB) and school board listed below.

PLEASE PRINT & SIGN THIS FORM. SEND TWO COPIES (EXCEL AND SCANNED WITH SIGNATURES) TO EYCU@ONTARIO.CA BY AUGUST 30, 2019.

City of St. Thomas - CMSM/DSSAB Name

City of St. Thomas - CMSM/DSSAB Signature

Date

Director of Education, London District Catholic School Board - Name

Director of Education, London District Catholic School Board - Signature

Date

Early Years Lead, London District Catholic School Board - Name

Early Years Lead, London District Catholic School Board - Signature

Date

Capital Lead, London District Catholic School Board - Name

Capital Lead, London District Catholic School Board - Signature

Date

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: September 1, 2019

SUBJECT: Review of Council Committee Procedures

RECOMMENDATIONS:

WHEREAS pursuant to Procedural By-Law 18-38, Section 35 (b) which states that "Council shall adopt terms of reference and these terms of reference shall be reviewed with each term of Council and prior to any new Committee appointments"; be it therefore resolved

THAT Council hereby review the Terms of Reference as included in Appendix I; and

THAT Staff be directed to make agendas, minutes and available Terms of Reference for all Council Steering Committee Meetings publicly available through Elgin County's website and available upon request; and

THAT Staff be directed to compile and/or draft any outstanding Terms of Reference for Committees for Council's review and approval at a future meeting; and further

THAT the report titled "Review of Council Committee Procedures" from the Chief Administrative Officer, dated September 1, 2019 be received and filed.

INTRODUCTION:

A Member of Council requested additional information with respect to the status and procedures of Committees. Specifically, the following information was requested:

1. Should Committee Meetings follow the same procedures as Council?
2. Should Committee Meetings and Agendas be posted publicly?
3. Should attendance be open to the public?

The Warden acknowledged that a general overview of Committees (Standing/Steering), and Quasi-Judicial Boards was warranted.

Council establishes various Committees to help support their work. Generally, Committees are ongoing or a task force (e.g. Building Committee). These Committees provide recommendations, advice, and information to Council on an ongoing basis on specific municipally related matters. Some are discretionary and others are mandatory as required by legislation (e.g. Rural Initiatives/Planning Advisory Committee). The process for the establishment and review of Committees shall be in accordance with Elgin County Council's Procedural By-Law 18-38 supported by the *Municipal Act, 2001*. Committees shall conform to the rules governing the protocol and procedure of Council and its Committees as set out in this By-Law.

BACKGROUND:

The County of Elgin acknowledges the value of Committees and the advice they provide to Council. The creation, amendment, dissolution and administration of Committees shall be conducted in a fair and equitable manner and in accordance with applicable legislation or Council-approved procedures. Elgin County Council's Procedural By-law 18-38 includes the following provisions for Ad Hoc, Committee or Steering Committees. Please note this information has been re-organized to better address the questions raised by a Member of Council. For ease of reading, the most relevant sections are presented. (*Note: it is recommended that the provisions of the Procedural By-Law must first be read in the context provided by the Procedural By-Law as a whole*)

Part I – Purpose and Interpretation

Purpose

Section 2 (a) *Purpose* states "This By-Law (referred to as the Procedural By-Law) establishes the rules of order for Council and Committee Meetings".

Definitions

Section 1 (a) *Definitions* provides the following definitions for Committee, Standing Committee and Steering Committee:

"Committee" means any advisory or other committee created by Council, of which at least one Member is also a Member of Council, which is established under any Act with respect to the affairs or purposes of one or more municipalities.

"Ex-Officio" means a Member who has the right, but not the obligation, to participate in the proceedings of the meeting, and is not counted in determining the number required for a quorum or whether a quorum is present at a meeting. Ex-Officio cannot attend a Committee meeting if by attending a minimum quorum of Council is created.

"Standing Committee" means a Committee established by Council, comprised entirely of Members of Council, to carry out duties on an ongoing basis, as specified by Council.

"Steering Committee" means an advisory body, roundtable or other body Council established to advise on specific areas of interest, with Members of the public and staff making up more than 50 per cent of the membership and Council Members or other elected officials making up the rest.

"Quasi-Judicial Board" means a local board or Committee that has been delegated Council's decision-making powers; for example, the Land Division Committee.

Application

Section 4 (a) *Application* states “The rules and regulations contained in this By-Law set out the rules of order for the dispatch of business in Council and Committee Meetings and shall be observed in all proceedings of Council and Committees appointed by Council.”

Rules for Interpretation

Section 5 (a) – (c) *Interpretation* includes:

- (a) In the event of a conflict between this By-Law and a valid and binding statute, the provisions of the statute prevail.
- (b) A specific statement or rule in this By-Law has greater authority than a general one.
- (c) If there is a conflict between two or more rules in this By-Law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the CAO/Clerk, rely on previous rulings or practices, or refer to *Robert's Rules of Order* (Newly Revised).

Establishment of Committee(s)

Section 35 *Ad Hoc, Committee or Steering Committee* includes:

- (a) Council may at any time, on Motion of a Member duly considered and agreed to by a majority vote strike a Committee, Ad Hoc Committee and/or Steering Committee, as the case may be, which shall consider and report on any matter or to perform any special service within the spheres of jurisdiction of Elgin County, pursuant to the Act. Unless specifically provided for in this By-Law, such Committee, Ad Hoc Committee and/or Steering Committee shall dissolve as soon as the services for which that Committee was appointed are performed. Council may appoint an Ad Hoc Committee and/or Steering Committee if an issue must be addressed and it does not fall within the scope of management staff.

Part II – General Committee Structure

Pursuant to Section II of the *Municipal Act, 2001*, except in the case of a Quasi-Judicial Board, or as otherwise provided for in a striking resolution or By-law, Committees shall provide recommendations and advice to Council.

Accountability and Duties

Section 35 - *Ad Hoc, Committee or Steering Committee* includes:

- (h) All decisions of Committees, Ad Hoc Committees and Steering Committees shall be in the form of recommendations to Council, except as otherwise explicitly provided by Council resolution and/or By-Law striking the Committee and shall be forwarded by the Secretary to the CAO/Clerk for inclusion in the Agenda of the next Meeting of Council.
- (d) The powers and duties of established Committees, Ad Hoc Committees and/or Steering Committees shall be pursuant to this By-Law, giving direction but shall not include the decision-making authority of Council, pursuant to the Act, except in the case of a Quasi-Judicial Board, or as otherwise explicitly provided for in this By-Law.

Section 39 – *Duties of Committees* includes:

- i. The general duties of the Committees of Council shall be to report to Council from time to time, whenever desired by Council and as often as the interest of the County may require, on all matters concerned with the duties imposed on them respectfully, and to recommend such action by Council in relation thereto as may be deemed necessary.
- ii. To cause to be prepared and introduced into Council all By-Laws as may be necessary to give effect to such of their reports or recommendations as are adopted by Council.
- iii. To consider and report on any and all matters referred to them by Council and every such report shall be signed by the Chair submitting the same.
- iv. To comply strictly with the transaction of all business to the rules prescribed in this By-Law.

Membership

Section 34 - *Organization of Committees* includes:

- (a) The Warden shall recommend and Council shall appoint representatives from within their membership to various committees/boards/agencies at their first Meeting in December of each year.
- (c) All Members of Council shall be appointed to at least one position on any Committee, Board or Agency.
- (d) All Members of Council are equally eligible to serve on any Committee, local board or agency.

Section 38 - *General Rules for All Committees* includes:

- (a) Any Member of Council or Committee may be placed on a Committee notwithstanding the absence of such Member at the time of being named on such Committee.
- (b) The Warden shall be a Member ex-officio of all Committees of Council as required and may vote on all questions before the Committee and the ex-officio Member shall not be counted in the formation of a Quorum.
- (c) Members of Council or Committee may attend the Meetings of any of its Committees, but shall not be allowed to vote, nor should they be allowed to take part in any discussion or debate, except with the permission of the majority of the Members of the Committee.
- (d) Council may appoint a Member thereof to act on any Committee or Meeting in lieu and during the absence of any Member thereof, who is absent from the municipality, or unable from illness to attend the Meetings of such Committee, and the Member or so appointed shall be deemed a Member of the Committee and entitled to act thereon, only during such absence or illness.

Section 37 – *Other Committees/Local Boards/Agencies* sets forth the permanent Boards and the numbers and identity of appointees.

Committee	Appointee(s)
Dispute Resolution (renamed City-County Liaison)	2 Members + Warden
Elgin County Museum	1 Member
Southwestern Public Health	2 Members
Health Recruitment Partnership	1 Member
Human Resources Committee (as needed)	2 Members
Joint Elgin/Central Elgin Accessibility Advisory Committee	1 Member
Building Committee(s)	3 Members + Warden (per project)
Rural Initiatives Committee	3 Members
St. Thomas- Elgin Public Art Centre	1 Member
Waste Management/Liaison	All Members of Council
Water Advisory Committee	1 Member

Section 37 – Other Committees/Local Boards/Agencies also includes information about Land Division Committee:

Council shall appoint a seven (7) Member Land Division Committee¹, one Member from each constituent municipality, who shall individually hold office during the

¹ Note: Land Division Members were appointed by County of Elgin in February 2019 by By-Law No. 19-02 “Being a By-Law to Appoint a Land Division Committee and to Repeal By-Law No. 15-03”. Land Division Committee Procedures were established by By-Law 18-36 “Being a By-Law to Prescribe Procedures for Governing the Calling, Place and Proceedings of the Elgin County Land Division Committee”.

term of Council that appointed them. Persons serving on Land Division Committee shall be eligible for re-appointment, but shall not be eligible for re-appointment to the same position for more than eight (8) consecutive years. After an absence of not less than one (1) year, such person shall be eligible for reappointment.

Term

Section 35 – *Ad Hoc, Committee or Steering Committee includes:*

- (e) Unless Council specifically sets out in this By-Law, or unless legislation provides otherwise, the term of office for Member appointments to Committees, Ad Hoc Committees and/or Steering Committees shall coincide with the term of Council.
- (f) Unless the terms of reference or legislation provides otherwise, the term of office for lay appointments to Committees, Ad Hoc Committees and/or Steering Committees shall coincide with the term of Council or until their successors are appointed.

Vacancy

Section 38 - *General Rules for All Committees* includes:

- (d) Council may appoint a Member thereof to act on any Committee or Meeting in lieu and during the absence of any Member thereof, who is absent from the municipality, or unable from illness to attend the Meetings of such Committee, and the Member or so appointed shall be deemed a Member of the Committee and entitled to act thereon, only during such absence or illness.

Neglect of Duties

Section 38 - *General Rules for All Committees* includes:

- (e) Should any member of a Committee fail, neglect or refuse to attend the properly summoned Meetings of their Committees, the Chair shall report such failure, neglect or refusal to Council, which may remove the said Member or Members from the Committee and appoint another Member in his or her place or places; or should any Committee neglect or refuse to give due attention to all business or matters before them, Council may by resolution discharge such Committee and appoint another in its stead.

Quorum

Section 38 - *General Rules for all Committees* includes:

- (f) A majority of all Members of the Committee shall constitute Quorum.

County Staff Support

Section 35 - *Ad Hoc, Committee or Steering Committee* includes:

- i. An employee of the County shall be the Secretary of the Committee, Quasi-Judicial Board, Ad Hoc Committee or Steering Committee and shall act as a resource person in a non-voting capacity.

Meeting Procedures

Section 34 - *Organization of Committees* includes:

- (b) A Meeting of any Committee may be called by the Chair thereof whenever a Meeting is considered necessary by at least a majority of the Members of such Committee and it shall be his or her duty to call such Meeting in writing.

Meeting Schedule

Section 11 - *Regular Meetings of Council (a) Location and Schedule of Meetings of Council and other Committees* includes:

- iii. The Meeting schedule of all other Committees is determined by its Members, in accordance with each Committee's terms of reference and/or prescribed mandate.

Notice of Meetings

While not explicitly stated, it can be assumed that Committees shall conform to the rules governing the protocol and procedure of Council for Notice of Meetings, provided for in Section 11.

Minutes

Section 18 (d) *Petitions, Delegations, Correspondence and Minutes* includes:

- i. The Minutes of Council or Committee Meeting shall consist of:
 - (a) A record of the place, date and time of Meeting;
 - (b) The name of the Chair, a record of all Members present, and the names of those Members who are absent;
 - (c) The reading, if requested, correction and adoption of the Minutes of prior Meetings;
 - (d) All other proceedings of the Meeting without note or comment.

- ii. The CAO/Clerk shall ensure that a copy of the Minutes of each Meeting is delivered to each Member of Council or Committee at least forty-eight (48) hours prior to the commencement of the Meeting of Council or Committee.
- iii. The CAO/Clerk shall keep a permanent copy of all Council or Committee Minutes for public inspection.

Terms of Reference

Section 35 - *Organization of Committees* includes:

- (b) For every Committee, Ad Hoc Committee and/or Steering Committee established by Council, Council shall adopt terms of reference and these terms of reference shall be reviewed with each term of Council and prior to any new Committee appointments.
- (c) The terms of reference adopted by Council must include the:
 - i. Identification of Members as appointed including term of office for lay appointments if the term does not coincide with the term of council;
 - ii. The mandate of such Committee, Ad Hoc Committee and/or Steering Committee;
 - iii. Specific duties, including delegated powers (if any); and
 - iv. Requirement for a term report to provide a status update on the activities and accomplishments of the Committee, Ad Hoc Committee and/or Steering Committee.

Compensation

Section 34 - *Organization of Committees* includes:

- (e) Any Member attending at any Meeting of a Committee, local board or agency shall not be entitled to additional compensation but shall be entitled to reimbursement of travel expenses.

Open/Closed Meetings

Section 26 (a)- *Open Meetings and Closed Session* includes:

- i. Except as provided in this section, all Meetings of Council and Committee shall be open to the public pursuant to the Act, S. 239 (1).

Section 26 (b) – *Closed Session Meetings* includes:

- i. Persons may be excluded when Council or Committee is in Closed Meeting in accordance with Section 239 of the Act and amendments thereto. As provided for in the Act, Council or a Committee may resolve to

move into a session closed to the public in order to discuss matters related to one or more of the following: (see page 24 (a) – (k))

Section 26 (f) – Application of Open and Closed Meeting Provisions to all Committees

- i. The provisions of Section 239 of the Act and Sections 26 (a) (b) and (c) of this By-Law apply to any and all Committees, despite section 238 of the Act.

Improper Conduct

Section 26 (a) *Open Meetings and Closed Session Meetings* includes:

- ii. The Chair may expel any person for improper conduct at a Meeting, pursuant to the Act, 2001, S. 241 (2).

ELGIN COUNTY COMMITTEES:

The following Terms of Reference and, in some instances, relevant By-Laws are included for Council's review:

1. Elgin County Museum Advisory Committee (established by By-Law 16-03)
2. Rural Initiatives Committee/Planning Advisory Committee

Note: The Rural Initiatives Committee doubles as the “Rural Initiatives/Planning Advisory Committee” and was combined in September 2016 in response to Bill 73 and changes to Development Charges Act and the Planning Act which required that all upper-tier and single-tier levels of municipal government establish a Planning Advisory Committee. The Rural Initiatives Committee was originally established to, among other things, “demonstrate Council’s commitment to delivering services to rural communities”. In this instance, County Council set the Terms of Reference for the Rural Initiatives Committee/Planning Advisory Committee. At this time, County Council authorized members of the Elgin Federation of Agriculture (EFA) to attend meetings and participate on the Rural Initiatives Committee when items of mutual interest are being discussed. Therefore, the EFA member would satisfy the citizen appointee requirement of the Planning Advisory Committee.

3. Joint Elgin/Central Elgin Accessibility Advisory Committee
4. Emergency Management Committee

Note: Emergency Management appointments will take place on September 24, 2019.

5. Terrace Lodge Fundraising Committee

Outstanding/Draft Required:

The following Terms of Reference were not available or have yet to be drafted:

1. Dispute Resolution (renamed to County-City Liaison)
2. Southwestern Public Health

3. Health Recruitment Partnership
4. Building Committee(s)
5. St. Thomas-Elgin Public Art Centre
6. Water Advisory Committee
7. Green Lane Community Trust Committee
8. Human Resources Committee
9. Policy Review Committee *currently suspended*
10. Waste Management/Liaison
11. Community Leaders' Cabinet
12. Western Ontario Wardens Caucus

CONCLUSION:

Council's procedure to review Terms of Reference prior to undertaking Committee appointments was missed. To correct this, Council can review the Terms of Reference included in Appendix I. Additionally, this review has revealed that Terms of Reference are either missing or have not been drafted for several Committees (both County and outside Board/Committees). To resolve this, with Council's direction, Terms of Reference will be sourced or drafted for Council's review/approval at a future meeting. The Councillor's question with respect to whether Committee meetings are open to the public is addressed by enhancing the Committee section of the County website and posting Terms of Reference, Agendas (to serve as notice of meetings) and Minutes for Committee Meetings.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Elgin County Museum Advisory Committee Terms of Reference (excerpted from By-Law No. 16-03)

The County shall have an advisory committee, to be called the Elgin County Museum Advisory Committee, which shall be constituted to act in an advisory capacity to County Council and staff on an as needed basis on matters including (but not limited to):

- i Admission and membership fees;
- ii Ideas and research on exhibitions;
- iii Feedback on potential acquisitions;
- iv Fundraising activities, publicity and special events;
- v Review of draft policies and procedures;
- vi Liaison with County museums;
- vii Liaison with allied organizations such as Women's Institutes, IODE and Elgin County Tourism Services;
- viii Establishment and organization of related advocacy groups and friends organizations.

Representation

The Advisory Committee shall be comprised of seven members appointed by the Council of the County of Elgin in the following manner:

One member of Elgin County Council;

Two appointees from Elgin County Women's Institutes; one from East Elgin and one from West Elgin;

One appointee on behalf of the agricultural community in Elgin County;

One appointee, to be named by Elgin County Council, who is representative of, or employed by, another museum located within the County of Elgin and who will act as a liaison with County museums;

Two appointees, to be named by Elgin County Council, as "at large" members who shall be persons interested and knowledgeable about the affairs of the Museum.

Any changes to membership shall require the approval of Elgin County Council. The Director of Community and Cultural Services (or designate) and Museum staff shall also attend meetings as non-voting members.

Officers

The Advisory Committee shall appoint a Chairperson, Vice-Chairperson and Secretary from its members at its first meeting in each year;

The Chairperson shall be the presiding officer of the committee. He or she shall arrange for meetings, establish the agenda and preside at all meetings;

The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence and shall have when acting so all the authority and responsibility of the Chairperson;

The Secretary shall maintain a record of proceedings of the committee, provide notice of meetings, report attendance, disseminate minutes and be generally responsible for the correspondence of the committee.

Term of Office

The members of the Advisory Committee shall continue in office until their successors are appointed. With the exception of the representative on Elgin County Council, who shall be appointed on an annual basis, members shall be appointed for a term of four years and every effort shall be made for members terms to expire on a "staggered" basis for business continuity purposes.

Persons serving on the Advisory Committee shall be eligible for re-appointment, but shall not be eligible for the same position for a period of more than eight (8) continuous years. After an absence of not less than one (1) year such person shall be eligible for re-appointment.

In the event that a member is absent from three successive meetings of the Advisory Committee without being excused by resolution of the committee, such member shall be deemed to have resigned from the position and the committee shall forthwith notify such members by certified service mail and proceed to request the appointing body to fill the vacant position on the committee.

Rules of Procedure

1. Members shall be recognized by the Chair before speaking;
2. No member shall speak a second time on the same topic until others have had an opportunity to speak to the item;
3. The Chair of the committee shall be encouraged to speak last, following the members of the committee;
4. The Chair reserves the right to limit debate after having provided members with sufficient opportunity to speak.

Meetings Per Annum

The Advisory Committee shall meet no less than two times per calendar year, with an appropriate meeting schedule to be determined by the Chair in consultation with the committee at the beginning of each calendar year.

**Terms of Reference
for
Rural Initiatives/Planning Advisory Committee**

Mandate/Purpose

1. To promote the viability of agricultural and rural affairs in the County and throughout the Province.
2. To examine issues such as, but not limited to: the challenges of the global economy on local agricultural practices; the viability of schools in rural communities; and, alternative sources of economic development in rural areas.
3. To develop goals and objectives to improve and promote rural life.
4. To advise County Council with recommendations/strategies on how best to achieve identified goals and objectives.
5. To demonstrate County Council's commitment to delivering services to rural communities by recommending a budget to Council that will accomplish the identified goals.
6. **To act as a Planning Advisory Committee (PAC) by providing information, perspective and recommendations to County Council on broad planning matters that may have an effect on the County and/or its local municipalities, as required from time to time; specifically,**
 - To review from time to time the provisions of the Official Plan and related policy, and recommend to Council general amendments thereto which would be in the best interests of the County of Elgin (this would include 5 year reviews of the OP).**
 - To advise County Council on general planning and development issues of County and/or local municipal significance.**
 - To report to County Council on proposed land use policy changes as introduced by the Province of Ontario.**
 - To review and report on a specific aspect(s) of a submitted application.**

** It is noted that a member of the Elgin Federation of Agriculture shall be invited to participate on the PAC as a citizen appointee in keeping with its status as a non-voting member of the Rural Initiatives Committee.*

COUNTY OF ELGIN

By-Law No. 18-35

"A BY-LAW TO PRESCRIBE PROCEDURES FOR GOVERNING THE CALLING,
PLACE AND PROCEEDINGS OF THE ELGIN COUNTY LAND DIVISION COMMITTEE"

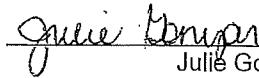
WHEREAS Section 238(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires that a local board shall adopt a procedure by-law for governing the calling, place and proceedings of meetings; and

WHEREAS the Elgin County Land Division Committee is a local board as defined in the Municipal Affairs Act, R.S.O. 1990, c. M.46.

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

1. THAT the procedures governing the calling, place and proceedings of meetings of the Elgin County Land Division Committee, attached hereto as Schedule "A", be and are hereby adopted.
2. THAT this by-law shall become effective upon its passing.
3. THAT By-law 05-24 and any previous by-law inconsistent with this by-law be and are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF OCTOBER 2018.



Julie Gonyou,
Chief Administrative Officer.



David Marr,
Warden.

SCHEDULE "A"

BY-LAW NO. 18-35

PROCEDURES GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF
MEETINGS OF THE LAND DIVISION COMMITTEE FOR THE COUNTY OF ELGIN

1. AUTHORITY:

Elgin County Council, by By-law No. 2162 dated June 15, 1971, in accordance with provisions in the Planning Act, did constitute and appoint a five-member Land Division Committee and authority to decide planning matters was thereby delegated to said Committee. County Council has the right to alter, amend or revoke these delegated powers as deemed appropriate. On June 10, 2014 County Council adopted a resolution increasing the Land Division Committee to seven (7) members effective January 1, 2015 and that the new Land Division Committee consist of one (1) appointee, either elected or non-elected, from each of Elgin's constituent municipalities.

2. MANDATE AND PURPOSE:

The mandate and purpose of the Land Division Committee is to determine the viability of Applications for Consent and to make Decisions that reflect sound planning principles, based on their understanding and judgement of the information provided. Consent may be given if satisfied that a plan of subdivision of the land is not necessary for the proper and orderly development of the municipality. A Decision is to approve or to deny.

Statutory requirements governing Consent Authorities are found in Sections 50 through 57 of the Planning Act (Section 53 deals specifically with consents, however, the consent process relates to subdivision of land and other issues and additional sections must be consulted); Ontario Regulation 197/96 (which sets out in more detail what the Planning Act requires when processing applications); and the Provincial Policy Statement. Local Municipal Official Plans and Zoning By-laws; agency correspondence; and public input are also considered.

For example, together with necessary modifications, to grant a provisional consent the Committee shall have regard to the following criteria:

- (a) (i) Does the application conform to the necessary plans and policies?
 - (ii) Does the application contribute toward a development pattern that should be encouraged?
 - (iii) Does the application avoid a need for costly municipal expenditures?
 - (iv) Does the application permit the continuation of safe and efficient traffic patterns and efficient land use?
 - (v) Does the application contribute toward or preserve the visual appearance of the municipality?
 - (vi) Are the physical site characteristics suitable for the use proposed?
 - (vii) Is the site access safe?
 - (viii) Will the proposed use be compatible with surrounding uses?
- (b) the effect of development of the proposed subdivision on matters of provincial interest;
- (c) whether the proposed subdivision is premature or in the public interest;
- (d) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;
- (e) the suitability of the land for the purposes for which it is to be subdivided;

- (f) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;
- (g) the dimensions and shapes of the proposed lots;
- (h) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- (i) conservation of natural resources and flood control;
- (j) the adequacy of utilities and municipal services;
- (k) the adequacy of school sites;
- (l) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes; and
- (m) the physical layout of the plan having regard to energy conservation.

3. DEFINITIONS:

- (a) "Committee" means a group of individuals appointed by the County Council, to the Elgin County Land Division Committee, pursuant to provisions of the Planning Act, P.13, R.S.O. 1990, as amended.
- (b) "Member" means an individual appointed by County Council, to the Elgin County Land Division Committee, pursuant to the provisions of the Planning Act, P.13, R.S.O. 1990, as amended.
- (c) "Chair" means the Chairman of the Elgin County Land Division Committee, elected from amongst the Members of the Committee at the first general meeting of the Committee of each year and the person responsible for conducting a meeting to consider consent applications.
- (d) "Vice-Chair" means a Vice-Chairman of the Elgin County Land Division Committee, elected from amongst the Members of the Committee at the first general Committee meeting of each year. The Vice-Chair shall act as and have all the responsibilities of the Chair, in the absence of the Chair.
- (e) "Secretary-Treasurer" means the Secretary-Treasurer of the Elgin County Land Division Committee, pursuant to the provisions of the Planning Act, P.13, R.S.O. 1990 as amended.

4. CALLING OF MEETINGS

All meetings of the Committee, pursuant to Section 239 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be called by the Secretary-Treasurer or by the Chair of the Committee.

5. NOTICE

- (a) The Notice of an Application for Consent to be considered at a meeting shall be given in a manner that the Committee deems appropriate, in accordance with the provisions of the Planning Act, as amended; O. Reg. 197/96 Section 3; and any regulations passed thereunder.
- (b) Notice of Application procedures with respect to an application for Validation of Title; Power of Sale and Foreclosure; and for change to conditions shall be the same as the procedures for Consent Applications.

- (c) Notice of Hearing giving the date on which the Committee will hear the application shall be mailed to the applicant and persons or interested parties who have expressed an interest in the application and requested such notice.

In consultation with the Chair, the Secretary-Treasurer may cancel or reschedule a meeting.

6. LOCATION OF MEETINGS

All meetings of the Committee shall be held in a meeting room located within the County Administration Building, 450 Sunset Drive, St. Thomas, or another location as directed by County Council. The room shall be identified on the Notice of Hearing that is circulated by the Secretary-Treasurer of the Committee.

7. QUORUM

- (a) The quorum for the Elgin County Land Division Committee shall be four (4) of the seven (7) members on the Committee.
- (b) The Chair shall be counted in determining a quorum and shall be entitled to all the rights of a member on the Committee, including voting. The Elgin County Warden (or Deputy Warden), is an Ex-Officio Member of the Committee and shall be entitled to all the rights of a member on the Committee, including voting.
- (c) If no quorum is present within thirty (30) minutes after the time appointed for a meeting, the Committee Chair or the Secretary-Treasurer may discharge the members present and may cancel or reschedule the meeting and notice for same shall be given.

8. APPLICATION INFORMATION

An application information packet shall be provided by the Secretary-Treasurer or designate prior to the meeting for the use of applicants, authorized agents, applicant representatives, Committee Members and anyone having an interest in an application. A copy of the comments received from various agencies shall be made available at the meeting for the Committee members.

9. MEETING PROCEDURES

- (a) The meeting of the Committee shall be called to order by the Chair of the Committee or the Secretary-Treasurer or a designate of the Committee.
- (b) Any member required doing so shall disclose any direct or indirect pecuniary interest and state the general nature of such interest and the Secretary-Treasurer shall record such disclosure. Any Member who discloses such a pecuniary interest shall refrain from discussion or voting on the matter.
- (c) The Secretary-Treasurer or designate shall call for any requests for deferral of an application or for any request for withdrawal of an application.
- (d) A request for deferral of an application to a later meeting date must be for reasonable cause. The Committee shall set a new meeting date for the consideration of a deferred application and shall indicate any other requirements or conditions for deferral, such as re-notification, amendment or additional required information.
- (e) The Secretary-Treasurer or designate shall call each application in an order determined by the agenda or in an order determined by the Chair and/or the Committee.

- (f) The Secretary-Treasurer or Chair will read the application and any comments received from agencies, residents and others who responded to the circulation of Notice of Application. At the discretion of the Chair, the Secretary-Treasurer or designate may summarize the nature of the interests or concerns being expressed.
- (g) The Chair shall ask the applicant, authorized agent or the applicant's representative to explain the application and offer any further information or comments.
- (h) The Committee may ask questions of the applicant, authorized agent or applicant's representative at this time. Questions may be asked during the presentation, however, typically questions are put forward by members of the Committee at the conclusion of the presentation.
- (i) The Chair shall ask the applicant, authorized agent or applicant's representative whether or not he/she is able to indicate consent to the imposition of the conditions should the application be favourably considered.
- (j) The Chair shall invite anyone else having an interest or concern with respect to the application(s) to come forward and advise the Committee of his or her position. The Committee members may ask questions of those parties expressing an interest or concern.
- (k) The Chair shall give the applicant, authorized agent or the applicant's representative the opportunity to respond to any comments received from commenting agencies or interested parties.
- (l) The Committee members may ask additional questions at this time.
- (m) The Chair shall ask the members of the Committee for a motion with respect to the disposition of each application after all applications presented at the meeting have been considered. Consideration shall include issues raised by the applicant, authorized agencies, applicant's representative(s), respondent(s), planning evidence heard at the meeting, and requirements of the Planning Act and Provincial Policy Statement. The Chair upon receipt of a motion from a Committee member shall ask for a seconder to the motion.
- (n) The Secretary-Treasurer shall be asked to repeat the motion and any conditions placed on an approval or reasons if the Consent was denied.
- (o) The Chair shall call for a vote by the Committee on the motion and the Chair shall announce, at the meeting, the Decision of the Committee.
- (p) Committee members concurring in the Decision of the Committee shall sign the Decision.
- (q) The Committee shall deal with the business matters in the following order:
 - (i) adoption of Minutes of the previous meeting
 - (ii) business arising out of the Minutes
 - (iii) disclosure of pecuniary interest and the general nature
 - (iv) correspondence
 - (v) business arising from correspondence
 - (vi) new business
 - (vii) new files
 - (viii) set date for next meeting.

10. VOTING

All members of the Committee shall vote and each vote shall be counted as one.

11. APPEALS

All Consent Appeals to the Local Planning Appeal Tribunal (LPAT) are to be referred to a Solicitor and/or Professional Planner, as deemed appropriate, in order that the Decision of the Land Division Committee is defended at LPAT Hearings.

12. CONDUCT OF MEETINGS AND MEMBERS

The conduct of meetings and members, with respect to matters not specifically addressed, shall generally be considered in accordance with the Statutory Powers Procedure Act, c.S 22, R.S.O. 1990, as amended, the Municipal Conflict of Interest Act, c.M 50, R.S.O. 1990, as amended, Robert's Rules of Order, and the County of Elgin Procedural By-law.

13. COMMITTEE REMUNERATION

Members of the Committee shall be paid a per diem for attendance at each Committee meeting, travel to attend Committee meetings at the approved County travel rate, and a fee for investigation of applicable applications, which are established by by-law.

14. CONVENTION/WORKSHOP ATTENDANCE

A Member may attend a convention/workshop that is relevant to the business of the Land Division Committee. Convention/workshop attendance is subject to budgetary limitations and must be submitted on the County Convention Expense Claim Form.

15. ANNUAL BUDGET

An annual budget is established to provide for expenditures of the Committee. Expenditures may not exceed budgetary limitations without the County Council approval. Fees charged for Applications for Consent are designed to meet the anticipated cost to the County to process such Applications and may change from time to time.

16. GENERAL

The conditions and policies, as set out in this Policy Manual and the Procedural By-law for the County of Elgin, which relate to the Land Division Committee and which are consistent with this by-law, shall be the conditions and policies for the operation of the Elgin County Land Division Committee.

Emergency Management Program Committee

Terms of Reference

Updated October 2018

Background

Under the Emergency Management and Civil Protection Act (EMPCA), all municipalities must have an emergency management program. Municipalities are required to have a Community Emergency Management Program Committee (CEMPC). The EMCPA outlines the responsibilities that a municipality must follow and implement.

Policy

The *Emergency Management and Civil Protection Act* (R.S.O. 1990), Section 9 (d):

- Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency.

Regulation (380/04, Section 11) further defines the committee and mandates that:

1. Every municipality shall have an Emergency Management Program Committee
2. The Committee shall be composed of:
 - a) The municipality's emergency management program coordinator;
 - b) A senior municipal official appointed by council;
 - c) Such members of the council as may be appointed by council;
 - d) Such municipal employees who are responsible for emergency management functions, as may be appointed by council;
 - e) Such other persons as may be appointed by council.
3. The persons appointed under clause (2) may only be:
 - a) Officials or employees of any level of government who are involved in emergency management;
 - b) Representative of organizations outside government who are involved in emergency management; or
 - c) Persons representing industries that may be involved in emergency management.
4. The council shall appoint one of the members of the committee to be the chair of the committee.
5. The committee shall advise council on the development and implementation of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

Program Committee Mandate/Objectives

The committee oversees the development, implementation and maintenance of the emergency management program in accordance with Regulation 380/04 to ensure the safety and well-being of citizens.

Objectives

1. Monitor and ensure program activities are delivered in accordance with the Act and Regulations
2. Support the program in responding and adapting to current and emerging risks that could impact the community.
3. Share expertise and knowledge to promote emergency preparedness and public safety.
4. Review and make recommendations on the County's Emergency Response Plans.
5. Review and make recommendations on program initiatives.
6. Review after action reports for exercises and emergency responses and make recommendations on emergency management enhancements and corrective actions based on lessons learned.
7. Review and make recommendations on the County's business continuity planning initiatives.
8. Conduct an annual emergency management program review to verify that the program is operating in compliance with the Act and Regulations; and
9. Make recommendations to County Council.

Term

The Emergency Management Program Committee shall submit its findings and recommendations annually to County Council as determined by the Chair. Members are appointed at each new term of Council.

Membership

The membership of the Emergency Management Program Committee shall be comprised of:

- County Emergency Management Coordinator (CEMC) (**Chair**)
- Chief Administrative Officer
- Director of Financial Services
- Director of Human Resources
- Director of Homes and Seniors Services
- Director of Engineering Services
- Director of Community and Cultural Services
- General Manager of Economic Development

- Legislative Services Coordinator (Emergency Information Officer)

Meeting Procedures

The proceedings of the Emergency Management Program Committee are to be governed by the County's Procedural By-Law.

Agendas and Reporting

Agendas shall be prepared by the Chief Administrative Officer and Community Emergency Management Coordinator in consultation with the Chair. Agendas shall be issued to the committee members in advance of the scheduled date of meeting. The committee Chair shall submit a report to County Council when recommendations are made that require Council approval.

Meetings

The group will meet quarterly and may schedule additional meetings as determined by the Chair. Meetings are to be open to the public in accordance with the *Municipal Act, 2001*. Meetings shall be closed to the public where information discussed meets the criteria stated in the *Emergency Management and Civil Protection Act, 1990* Section 2.1 (3-8). The majority of members, including the Chair, shall constitute quorum.

Staff Resources

The CAO/Clerk is responsible for agenda production and distribution, procedural advice, and the recording of the proceedings of the Emergency Management Program Committee. The committee is comprised of staff from the County and external agencies as required.

Authority

The Emergency Management Program Committee possess the legislated accountability to annual review the County's emergency management program to verify compliance with the Act and Regulations, and to make recommendations for program changes or enhancements to the Council.



REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer/Clerk

DATE: October 28, 2018

SUBJECT: Emergency Management Program Committee Terms of Reference

Background:

The Emergency Management and Civil Protection Act (EMCPA) requires every municipality to form a committee responsible for overseeing the annual emergency management program. The Province sees the Emergency Management Program Committee as a critical management team that oversees the development, implementation and maintenance of a municipality's emergency management program; and ensures that the program responds to changes in the community (e.g., new construction, installation, transportation changes, environmental conditions, etc.). The purpose of this report is to review the Terms of Reference for the Emergency Management Program Committee and to enact an updated by-law appointing members of this committee as well as the Emergency Control Group.

The County of Elgin's Emergency Management Program has been developed in compliance with the EMCPA and Ontario Regulations. A municipal Emergency Management program must include:

- The development, implementation and review of an Emergency Management plan;
- A Program Committee;
- An Emergency Control Group
- Considerations to public education; and
- A yearly review of the Program and Plan, Critical Infrastructure, and Hazard Identification and Risk Assessment results.
- The Provincial government requires us to submit our program and plans annually to ensure compliance.

Plan:

The Emergency Management Plan, as directed through the EMCPA, must be reviewed every year. Our plan must also be exercised on a yearly basis. Our intent is to stay current, proactive and to adopt the best practices in emergency management.

The Community Emergency Management Program Committee ensures that annual training takes place for the Municipal Control Group Members. They also ensure that

the completion of the annual compliance items for Emergency Management Ontario requirements take place. The Committee serves a term coinciding with the term of Council.

By-Law:

One of the requirements under the Provincial legislation is for each municipality to have a by-law that authorizes its emergency management program and emergency response plan. This by-law must appoint the Emergency Program Committee and the Emergency Control Group. Elgin's by-law will be included in the front of the Emergency Response Plan. By-law 18-37 will repeal the existing Emergency Management Program By-law 04-26 and replace it with an updated by-law reflective of current legislation and appointing the Program Committee and Control Group.

In the event of an emergency, the County of Elgin has an Emergency Response Plan in place and trained emergency response teams prepared to take action 24 hours per day, 365 days per year. In the case of a disaster, we are prepared and we will respond as a unified team to deal with the situation.

The Elgin Emergency Response Plan (EERP) outlines the roles and responsibilities of essential personnel to ensure that essential services are provided to the community throughout the emergency. It also outlines how the County coordinates with community agencies such as hospitals, schools, Health Unit and utilities.

Program Coordination:

Responsibility for implementing and maintaining Elgin's Emergency Management Program rests with the County's Chief Administrative Officer who works with a contract Community Emergency Management Coordinator (CEMC). We work closely with our partner agencies and organizations to ensure our program is comprehensive and promotes interagency collaboration.

Emergency Management Program Committee:

Elgin has a multi-agency committee to help facilities its Community Emergency Management Program with representatives from:

- County Emergency Management Coordinator (CEMC)
- Chief Administrative Officer
- Director of Financial Services
- Director of Human Resources
- Director of Homes and Seniors Services
- Director of Engineering Services

- Director of Community and Cultural Services
- General Manager of Economic Development
- Legislative Services Coordinator (Emergency Information Officer)

The Community Emergency Management Program Committee (CEMPC)'s mandate is to oversee and direct the implementation of emergency management standards.

Conclusion:

The Emergency Management and Civil Protection Act (EMCPA) requires every municipality to form an Emergency Management Program Committee as a critical management team that oversees the development, implementation and maintenance of a municipality's emergency management program. This committee must be appointed by Council in an official by-law. The purpose of this report is for Council to approve the Terms of Reference for the Emergency Management Program Committee (EMPC) and to enact an updated by-law reflecting current legislation and appointing the membership of this Program Committee as well as the Emergency Control Group.

Recommendations:

THAT Elgin County Council approve the Terms of Reference for the Elgin County Emergency Management Program Committee, as attached; and

THAT By-Law 04-26 be repealed and any other By-Laws that are inconsistent with the "Emergency Management Program By-law"; and

THAT the "Emergency Management Program By-law" as presented be approved and By-Law 18-37 be enacted.



TERRACE LODGE REDEVELOPMENT – FUNDRAISING COMMITTEE

TERMS OF REFERENCE

The following Terms of Reference describe the scope of the committee's responsibilities, the limits of authority, the results it is expected to achieve and the reporting required.

PURPOSE

The Terrace Lodge Redevelopment Fundraising Committee (herein referred to as "Fundraising Committee") is a sub-committee of the Terrace Lodge Redevelopment Project Steering Committee (herein referred to as "Steering Committee"). Working in collaboration with the Steering Committee, the purpose of the Fundraising Committee is to plan, coordinate, implement and evaluate fund development activities in support of the operational and "value added" revenue generation in support of Terrace Lodge Redevelopment Project. The Fundraising Committee shall not support the capital costs associated with the Terrace Lodge Redevelopment Project.

REPORTING/ACCOUNTABILITY

The Fund Development Committee is a Sub-Committee of the Terrace Lodge Redevelopment Project Steering Committee. The Fund Development Committee will provide reports to the Steering Committee through the distribution of the committee's minutes.

MEMBERSHIP

The Fundraising Committee membership includes elected officials representing the East Elgin municipalities and representatives of local service groups, local businesses and community members.

Representatives of the Councils of the East Elgin municipalities, including:

- One (1) Member of Municipality of Central Elgin;
- One (1) Member of Municipality of Bayham;
- One (1) Member of Township of Malahide;
- One (1) Member of Town of Aylmer; and
- One (1) Member of the Terrace Lodge Auxiliary;
- A minimum of four (4) and maximum of ten (10) members from local service groups, local businesses and the community that represent the catchment area.
- Long Term Care staff including Director of Homes and Seniors Services, Terrace Lodge Administrator and Manager of Program and Therapies.

TERMS

- Members from municipal council are appointed for the duration of their term on local Council.
- Community Members are appointed for a four (4) year term and shall be eligible for re-appointment.

SECRETARY

An employee of the County shall be the Secretary of the Committee and shall act as a resource person in a non-voting capacity.

SCOPE OF RESPONSIBILITIES

To assist the Terrace Lodge Redevelopment Project Steering Committee to meet its project targets, including working with staff and volunteers to recommend goals and objectives of the fundraising initiatives:

- Recommend and draft a Fundraising Plan and Fundraising Target that supports and encourages community engagement with Terrace Lodge Redevelopment Project both the short and long-term, for approval by the Terrace Lodge Redevelopment Steering Committee;
- Support the staff and volunteers to identify, research, solicit, foster and steward major prospect and donors so as to build a pipeline of project specific support;
- Assist with the development and cultivation of mutually supportive fundraising partnerships with local community groups and organizations;
- Monitor and evaluate progress in meeting fundraising targets and return on investment;
- Oversee the formation/review of policies and procedures associated with fundraising activities so that they are conducted in accordance with County of Elgin Policies;
- Create and recommend fundraising policies that ensure that fundraising best practices are maintained and that committee's program is donor-centric;
- Promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in-kind assistance to the level that committee members are able;
- Review and recommend levels of sponsorship recognition and evaluate methods of donor recognition and stewardship opportunities so that all donations of time and money are recognized appropriately.

MEETINGS

Meetings will be held as necessary or an estimated 6 times per year.

ADMINISTRATION OF FUNDS

Elgin County will administer funds and will issue tax receipts.

VOTING/QUORUM

The Fundraising Committee shall endeavour to operate by consensus. In case of disagreement, Committee members shall cast votes. Decision-making is limited to providing advice and recommendations.

A quorum will be 51% of the members at the meeting who are entitled to vote.

Members of the Fundraising Committee will attempt to advise County staff at least two days in advance if unable to attend a meeting of the Committee. If quorum cannot be met, the meeting may be cancelled and rescheduled.

REVIEW

An evaluation of the Fund Development Committee will be conducted from time-to-time as the Terrace Lodge Redevelopment Project Steering Committee deems necessary.

Draft approved by County Council: June 2019

County of Elgin/Central Elgin
Joint Accessibility Advisory Committee
Terms of Reference

Preamble

These Terms of Reference are developed under the provisions of the Accessibility for Ontarians with Disabilities Act. The purpose of the aforementioned legislation is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers.

The Committee shall be known as the Joint Accessibility Advisory Committee.

In conjunction the Accessibility for Ontarians with Disabilities Act, the Joint Accessibility Advisory Committee shall provide advice to participating municipal councils in relation to accessibility planning and legislated standards

Participating Municipalities

- Central Elgin
- County of Elgin

Definitions

"Barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or practice.

"Disability" means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes, involved in understanding or using symbols or spoken language,
- d) a mental disorder, or

- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap")

Legislated Duties

- Advise Councils, regarding the preparation, implementation and effectiveness of the multi-year accessibility plans of the participating municipalities.
- Advise participating municipalities on the accessibility of buildings, structures or premises that the municipalities lease, purchase, construct or significantly renovate.
- Review and advise municipalities on the accessibility of site plans and drawings described in Section 41 of the Planning Act that the committee selects.
- Advise councils about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the councils may seek its advice.
- Perform all other functions specified in the Accessibility for Ontarians with Disabilities Act.

Composition

The Committee shall consist of six (6) members and shall be comprised of:

- Four residents with disabilities, from the County, at large
- OR three residents with disabilities, plus a member of the community who is actively involved in a disability related profession, or caregiver for a person with a disability.
- Mayor or Deputy Mayor from Central Elgin
- A member of County Council

A majority of members must have a disability as defined by the Ontarians with Disabilities Act and the Accessibility for Ontarians with Disabilities Act.

Appointments

Committee members shall serve a three (3) year term. No member shall serve more than two (2) consecutive terms unless no candidates come forward.

Staff members from Central Eglin and Elgin County will undertake a bias-free recruitment and selection process. A recommendation will be sent to participating Councils regarding the selected candidates.

Committee members will be chosen for their life experience with a disability and their knowledge of such and/or expertise in barrier-free initiatives or disability issues. Each member of the Committee shall serve as an independent representative to the Committee and shall not represent concerns of only one disability or group.

Staff Support

The County's Accessibility Coordinator will act as secretary and liaison to the Joint Accessibility Advisory Committee.

A representative from each participating municipality will attend meetings and provide support.

Accommodations

Should a member of the committee be unable to attend meetings, they may request an accommodation. Accommodations will be decided upon by: the JAAC Chairperson, Central Elgin Deputy Clerk, or designate and the County's Accessibility Coordinator, or designate.

If an accommodation is granted, an accommodation plan will be developed for a three month period. At that time, the individual may request to have the accommodation extended or terminated. If an extension is granted, the extension will be taken to the JAAC for approval.

Accommodations might include, but are not limited to: accessible formats, communication supports or electronic participation in a meeting.

Meetings

Meetings will be held in the Central Elgin Boardroom, unless otherwise noted. The Joint Accessibility Advisory Committee will meet four (4) times per year. The Committee will meet on a date specified by the Committee. Additional meetings will be held as needed.

Meetings will conform to appropriate requirements of the Municipal Act, 2001.

A quorum shall consist of a majority of voting members.

Electronic Participation

Members may participate electronically in a meeting in the event of an accommodation. The member participating electronically shall not be counted in determining whether or not a quorum is present, and cannot vote.

Absences

If a Committee member is absent for three (3) consecutive meetings without notice or justifiable reason, their membership will be reviewed by staff support followed by a recommendation to Council regarding their membership.

Agendas

Members must submit agenda items at least three (3) weeks in advance of a meeting to allow staff enough time to research and respond accordingly.

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: September 6, 2019

SUBJECT: Community Safety and Well-Being Planning Advisory Committee and Coordinating Committee – Terms of Reference

RECOMMENDATION:

THAT Elgin County Council hereby approve the Terms of Reference for the Elgin-Aylmer-St. Thomas Community Safety and Well-Being Planning Advisory Committee and Coordinating Committee.

INTRODUCTION:

On January 1, 2019, new legislative amendments to the *Police Services Act, 1990* came into effect which mandate municipalities to prepare and adopt community safety and well-being plans. Community Safety and Well-Being (CSWB) Plans will require municipal government, police, and the community to work together to address crime, victimization, and community safety.

These plans must take a holistic approach to reduce harm and victimization for all members of the community and to decrease the upward trends in demand for, and costs of, incident responses. Municipalities are required to work with community partners and carry out consultations during the planning process. It is fortunate that as many as 22 local group planning tables exist in our community and are actively working to address some of these issues. The CSWB Plan will highlight and build upon the work of these groups.

CSWB planning is a collaborative process to ensure the people in need of help receive the right response, at the right time, and by the right service provider. The process includes:

- Identifying risk factors in the community such as systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose, suicide, etc.;
- Identifying which risk factors the community will treat as a priority;
- Identifying strategies to reduce risk factors, including providing new services, changing services, improving integration and coordinating existing services in a different way; and
- Setting measurable outcomes.

The purpose of this report is to seek Council's approval of a Terms of Reference for a Community Safety and Well-Being Planning Advisory Committee and Coordinating Committee.

BACKGROUND:

Municipalities have the flexibility to engage in community safety and well-being planning individually or in partnership with neighbouring municipalities to develop a joint plan. The County of Elgin, Town of Aylmer and the City of St. Thomas, each with their own Police Services and Police Services Boards are taking a proactive and collaborative approach towards the development of a Community Safety and Well-Being Plan. The plan will be flexible enough for each municipality to comply with the legislation in a manner that best reflects its community, resources and existing working relationships with other stakeholders.

Coordinator

As outlined in the Ministry of Community Safety and Correctional Services' "Community Safety and Well-being Planning Framework" document¹, the process "should be led by a clearly identifiable coordinator". The document goes on to state that "as the coordinator is responsible for the coordination/management of the plan, this should be someone who has relationships with community members and agencies/organizations and is passionate about the community safety and well-being process". The key tasks of the coordinator include "recruiting the appropriate agencies/organizations and individuals to become members of an Advisory Committee. This should include multi-sectorial representation and people with knowledge and experience in responding to the needs of community members. The Elgin County Chief Administrative Officer, Julie Gonyou, has agreed to take on the role of coordinator for the creation of the Elgin-Aylmer-St. Thomas CWSB Plan.

Coordinating Committee

A Coordinating Committee is required to lead the CSWB planning process, establishing partnerships with community members and organizations, direct the work of the CSWB Planning Advisory Committee and facilitate and enable effective community safety and well-being planning.

Advisory Committee

As part of the planning process, municipalities are required to establish a multi-sector Advisory Committee including representatives from, but not limited to:

- Health/Mental Health Services
- Educational Services
- Community & Social Services
- Community & Social Services to Children or Youth
- Custodial Services to Children or Youth
- Municipal Council Member or Municipal Employee
- Representative of the Police Services Board or a Detachment Commander (or delegate)

¹ <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSPlanningFramework.html>

Issues that impact the safety and well-being of communities are often complex and require collective involvement, effort and action from many partners. While some issues and risks can be addressed at an individual level through existing planning tables and groups, others require a broader or ‘systems-based’ approach. The Advisory Committee will utilize a flexible, action-oriented process to identify and respond to a wide range of community and system-level issues that may impact safety and well-being in the Town of Aylmer, City of St. Thomas and across Elgin County. Members of the Advisory Committee will act in an advisory capacity to the Coordinating Committee.

FINANCIAL IMPLICATIONS:

Development of the CSWB Plan, implementation and monitoring represent a new work load for the County, Town of Aylmer and City of St. Thomas as well as Elgin County’s partner municipalities. The CSWB Plan will require funding to support the costs associated with public engagement, research, development and publication of the plan. The extent of consultation requirements and amount of work required to develop, monitor and evaluate the plan can not be reasonably absorbed by the three (3) lead municipalities. The County will draft and issue a Request for Proposal on behalf of the City of St. Thomas, County of Elgin (including partner municipalities) and Town of Aylmer. Results will be shared with Council at a future meeting.

CONCLUSION:

The preliminary step of establishing Terms of Reference for an Advisory Committee and Coordinating Committee is a positive step towards developing a framework that is community-focused, accountable, sustainable and culturally responsive. The provincial direction for Community Safety and Well-Being planning is more prescriptive than the work currently being carried out by a number of cross-functional, inter-governmental and agency groups.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Elgin-Aylmer-St. Thomas Community Safety and Well-Being Planning



ADVISORY COMMITTEE

Terms of Reference

Context

The Government of Ontario has demonstrated its commitment to supporting communities through the development of the Provincial Approach to Community Safety and Well-Being (Provincial Approach), and this work will continue under the Strategy for a Safer Ontario (Strategy).

As a result, the Province of Ontario's Bill 175, *Safer Ontario Act (2018)*, mandates that:

- The Council of every municipality shall prepare and, by resolution, adopt a community safety and well-being plan;
- Municipal Council.... shall establish an advisory committee.

Purpose

The purpose of the Advisory Committee is to advise and inform the Coordinating Committee as they examine the County of Elgin, Town of Aylmer and City of St. Thomas' principle risk factors, vulnerable groups and protective factors needed to reduce harms and enhance safety and well-being for all residents in the County of Elgin, Town of Aylmer and the City of St. Thomas.

Advisory Committee Composition:

The Province of Ontario's Bill 175, *Safer Ontario Act (2018)* mandates that:

- ... the advisory committee must, at a minimum, consist of the following members:
 1. Local health integration network
 2. Mental and physical health
 3. Educational services
 4. Social services
 5. Custodial care for children and/or youth
 6. Member of Council or municipal administration
 7. Police
 8. And other prescribed members

The Advisory Committee will be comprised of members who are identified to reflect a wide range of relevant knowledge, expertise and experience with cross-sectoral representation. Members will act in an advisory capacity to the Coordinating Committee, specific to the mandate of Bill 175, as it relates to the development of Elgin-Aylmer-St. Thomas' Community Safety and Well-Being Plan.

General Responsibilities of Advisory Committee Membership

Members of the Advisory Committee, with the support of the Coordinating Committee, shall:

- Facilitate and enable community engagement and consultation sessions
- Act as a resource for the Coordinating Committee
- Provide data and information from their own agencies and organization, pertaining to priority risk factors, vulnerable groups and protective factors to reduce those risks
- Ensure the engagement and creation of opportunities for involvement of people within Elgin County, Town of Aylmer, and City of St. Thomas including culturally diverse populations
- Work in collaboration with the Coordinating Committee in developing the focal points of the emerging community safety and well-being plan based on available data, evidence, community information and feedback, as well as core community capacity to address those factors; and,
- Help the Coordinating Committee develop a plan for implementing the goals, directions and protective factors isolated in the Community Safety and Well Being Plan for Elgin-Aylmer-St. Thomas.

Characteristics of the Advisors

Advisors shall be selected and recruited on the basis of the following characteristics:

- Represent an organization or sector as outlined in the mandate of Bill 175
- Knowledge and information about the risks and vulnerable populations in Elgin County, Town of Aylmer, and City of St. Thomas
- Lived experience with risk factors
- Understanding of protective factors needed to address those risks
- Experience developing effective partnerships in the County of Elgin, Town of Aylmer and City of St. Thomas
- Experience with ensuring equity, inclusion and accessibility in community initiatives
- A proven track record advocating for the interests of vulnerable groups; and
- The power and authority needed to make decisions and represent the expertise of their respective agencies or organizations.

Accountability

The Advisory Committee has no binding decision making authority or executive function in the context of the Municipal responsibilities outlined in Bill 175.

The Advisory Committee will, with openness and transparency, share their subject matter expertise with the Coordinating Committee.

The Province of Ontario's Bill 175, *Safer Ontario Act (2018)*, mandates that:

- The council of every municipality shall prepare and by resolution, adopt a community safety and well-being plan;
- In municipalities, the community safety and well-being planning process should be led by a clearly identifiable coordinator(s) that is from the Municipality.

Decision Making

The Advisory Committee will make its decisions via consensus.

Advisory Committee Chair

The CSWB Plan Coordinator

The Role and Responsibility of the Chair

- Chair committee meetings;
- Prepare agendas;
- Act as a liaison between the Advisory Committee and the Coordinating Committee; and
- Facilitate work towards fulfillment of the mandate and development of the CSWB Plan for Elgin-Aylmer-St. Thomas.

Meeting Arrangements and Logistics

Meetings will be called at the discretion of the Chair. When possible, input and consultation of the Advisory Committee will take place in a virtual manner by engaging subject matter experts one on one, via electronic communication and feedback and/or via teleconference.

Date Approved: _____

Revision Date(s): _____

Elgin-Aylmer-St. Thomas Community Safety and Well-Being Planning



COORDINATING COMMITTEE

Terms of Reference

Context

The Government of Ontario has demonstrated its commitment to supporting communities through the development of the Provincial Approach to Community Safety and Well-Being (Provincial Approach), and this work will continue under the Strategy for a Safer Ontario (Strategy).

As a result, the Province of Ontario's Bill 175, *Safer Ontario Act (2018)*, mandates that:

- The Council of every municipality shall prepare and, by resolution, adopt a community safety and well-being plan;
- Municipal Council.... shall establish an advisory committee.

Purpose

The purpose of the Coordinating Committee is to engage the municipalities in a collaborative initiative to develop a Community Safety and Well-Being Plan for all of Elgin County, Town of Aylmer, and the City of St. Thomas as per the Municipal mandate for same in Provincial Bill 175 (*Safer Ontario Act*). The Plan will represent Elgin County, the Town of Aylmer and the City of St. Thomas as a whole, but will reflect local needs and nuances specific to the respective Municipalities as appropriate.

Coordinating Committee Composition

- Municipal Representation
 - 2 members of City of St. Thomas Council
 - 2 members of Elgin County Council (including Mayor of Town of Aylmer)
- Police Representation
 - Elgin Ontario Provincial Police (OPP) Detachment Commander (or designate)
 - Town of Aylmer Police Chief (or designate)
 - City of St. Thomas Police Chief (or designate)
- Police Services Board Representation
 - Town of Aylmer, City of St. Thomas, Elgin Group
- Municipal Representation
 - City of St. Thomas (City Manager or designate), Town of Aylmer (Chief Administrative Officer or designate)
 - Other municipal staff as required
- CSWB Coordinator (Elgin County Chief Administrative Officer)
- Recording Secretary (Elgin County)

General Responsibilities of Coordinating Committee Membership

Note: Administrative function will be the responsibility of the CSWB Coordinator

- Directing and responding to the work of the Advisory Committee
- Participating on the Advisory Committee (ad hoc)
- Planning community engagement sessions (ad hoc)

- Ensuring the Advisory Committee recommendations are reviewed and evaluated
- Building on and/or establishing strong working partnerships with community members and organizations that can facilitate and enable effective community safety and well-being planning
- Receiving and responding to the requests for information about the CSWB Plan
- Assessing and determining from the information and data sources what the data will be used for, what is public facing and what is for internal use only
- Ensuring the plan is made publicly available
- Reporting back to the respective Council(s) and advocating for support for the Plan

Characteristics of the Coordinating Committee Members

Members shall understand and support the CSWB purposes and processes mandated by Bill 175.

Executive Function

- Understanding and supporting the purposes and processes mandated by Bill 175
- Guiding, facilitating and enabling all steps, measures and actions required to create and recommend for Municipal Councils' approvals, an Elgin-Aylmer-St. Thomas Community Safety and Well-Being Plan
- Providing to Municipal Councils timely reports on the status, and recommendations on the decisions required to support development of the Elgin-Aylmer-St. Thomas Community Safety and Well-Being Plan
- Soliciting advice from the Advisory Committee and channeling that advice into the planning process and products that go before Municipal Councils for approval

Decision Making

The Coordinating Committee will make its decisions via consensus.

Coordinating Committee Chair

The CSWB Plan Coordinator

Role and Responsibility of the Chair

- Chair committee meetings;
- Prepare agendas;
- Act as liaison between the Coordinating Committee and the Advisory Committee; and
- Facilitate work towards fulfillment of the mandate and development of the CSWB Plan for Elgin-Aylmer-St. Thomas.

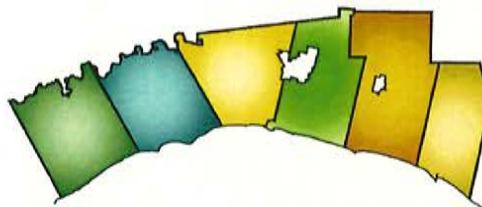
Date Approved: _____

Revision Date(s): _____

CORRESPONDENCE – September 10, 2019

Items for Consideration – (Attached)

1. Elgin Group Police Services Board with a resolution requesting that the County of Elgin dedicate resources to complete a review of crosswalks and signage in Port Stanley.
2. Karen Vecchio, MP with a request for collaboration from the local community to assist Erie Flooring & Wood Products with opportunities and advice to enable the company to maintain its operations in the area.



ELGIN GROUP POLICE SERVICES BOARD

Chair Sally Martyn

Tel. 519-631-1460

450 Sunset Drive
St. Thomas, ON N5R 5V1

Municipality of Bayham | Municipality of Central Elgin | Municipality of Dutton Dunwich
Municipality of West Elgin | Township of Malahide | Township of Southwold

August 15, 2019

Corporation of the County of Elgin
Elgin County Council
c/o Warden McPhail
450 Sunset Drive, St. Thomas ON
N5R 5V1

Dear Mr. Warden and Members of Elgin County Council:

RE: Request from Port Stanley Community Policing Committee (sidewalks/traffic calming/signage)

At their meeting on August 14, 2019, the Elgin Group Police Services Board received correspondence from Ms. Crosby, on behalf of the Port Stanley Community Policing Committee, requesting that Elgin County and the Municipality of Central Elgin work together to develop a crosswalk and/or traffic calming policy that can be implemented in 2019 as well as a review of the signage in Port Stanley. As a member of County Council, I am aware that this information was received and filed by County Council at their meeting on August 13, 2019.

Please be advised that Elgin Group Police Services Board passed the following resolution at their meeting on August 14, 2019:

RESOLVED THAT Elgin Group Police Services Board supports the need for a review of crosswalks and signage in Port Stanley; and THAT Elgin Group Police Services Board request that Elgin County Council dedicate resources to complete this review; and FURTHER THAT the Chair be directed to send a letter to the Port Stanley Community Policing Committee notifying them of the Elgin Group Police Services' support for this review.

- Carried.

Thank you for your consideration.

Yours very truly,

Sally Martyn
Mayor, Municipality of Central Elgin
Chair, Elgin Group Police Services Board



August 15, 2019

Port Stanley Community Policing Committee
c/o Mary Crosby, Secretary
[emailed to Ms. Crosby]

Dear Members of the Port Stanley Community Policing Committee:

RE: Request from Port Stanley Community Policing Committee (sidewalks/traffic calming/signage)

At their meeting on August 13, 2019, Elgin County Council received correspondence from Ms. Crosby (dated July 9, 2019), on behalf of the Port Stanley Community Policing Committee, requesting that Elgin County and the Municipality of Central Elgin work together to develop a crosswalk and/or traffic calming policy that can be implemented in 2019 as well as a review of the signage in Port Stanley.

Please be advised that the Council of the Corporation of the County of Elgin received and filed this correspondence.

I have since been made aware through correspondence received from the Elgin Group Police Services Board that Elgin County Council has been asked to reconsider your group's request at a future meeting. This request will be accommodated at the September 10, 2019 meeting. No additional information is required from your group at this time.

I will endeavour to inform you of Council's decision and any staff direction provided following the meeting on September 10, 2019.

Sincerely,

A handwritten signature in black ink, appearing to read "Duncan McPhail".

Duncan McPhail
Warden
Corporation of the County of Elgin

Cc. Elgin County Council
Director of Engineering Services, Elgin County

County of Elgin
Administrative Services
450 Sunset Drive
St. Thomas, ON N5R 5V1
Phone: 519-631-1460
www.elgincounty.ca



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

August 30, 2019

Karen Vecchio

Member of Parliament
Elgin—Middlesex—London

Dan Albas, MP
Central Okanagan—Similkameen—Nicola

The Honourable Jeff Yurek, MPP
Elgin-Middlesex-London

Julie Gonyou, CAO; Duncan McPhail, Warden
County of Elgin

Barry Fitzgerald
St. Thomas & District Chamber of Commerce

Dear Colleagues,

On Tuesday, August 27, 2019 I met with Chris Austin, the President for Erie Flooring & Wood Products.

Erie Flooring & Wood Products is a part of a larger corporation that is focused on development. Over the past 13 years, I have worked with Chris on job retention and business investments both in my role as the current Member of Parliament and prior to my election in the office of former MP Joe Preston.

At this time, the corporation is considering selling Erie Flooring & Wood Products. Accordingly, Chris is actively looking for potential buyers for the business and has connected with many suppliers and related companies.

He is able to create a business plan to demonstrate the sustainability of Erie Flooring & Wood Products while also recognizing possible shortcomings of the business. There are many opportunities for Erie Flooring & Wood Products to automate, expand and create an additional 30-40 job in our area.

Erie Flooring currently employs 60 people from the local community is a driver of economic growth in West Elgin. I am looking for collaboration from all levels of government to assist Chris with any possible opportunities or advice that might enable Erie Flooring to maintain its operations in our area.

Thank you for your assistance in this matter.

Sincerely,

Karen Vecchio
Member of Parliament
Elgin-Middlesex-London

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



Constituency

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

CORRESPONDENCE – September 10, 2019

Items for Information– (Attached)

1. Municipality of Bayham with a resolution approving the design concept and schematic drawing for new exterior signage for the Fred Bodsworth Public Library in Port Burwell.
2. Elgin Group Police Services Board with a supporting resolution for the Township of Warwick's request for stronger enforcement of safety on Ontario's family farms.
3. Infrastructure Canada with a media release announcing that the County of Elgin will receive \$2,500,000 in federal funding towards the Port Bruce Bridge Replacement project.
4. Norfolk County with a resolution requesting provincial response to address gas well issues.
5. Town of Halton Hills with a resolution requesting the Province of Ontario to review and implement a deposit/return program for all single use plastic, aluminum, and metal drink containers, and to review current producer requirements and responsibility for all packaging; with a supporting resolution from the Municipality of Bluewater.
6. Township of McKellar with a resolution regarding forced municipal amalgamation.
7. Western Ontario Wardens' Caucus Briefing.
8. Honourable Steve Clark, Minister of Municipal Affairs and Housing, with an update on the More Homes, More Choice Act, 2019.

Municipality of
BAYHAM

A: P.O. Box 160, 56169 Heritage Line
Stratfordville, ON N0J 1Y0

T: 519-866-5521

F: 519-866-3884

E: bayham@bayham.on.ca

W: www.bayham.on.ca



August 16, 2019

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

Attention: Brian Masschaele
Director of Community and Cultural Services

Via email: bmasschaele@elgin.ca

Re: Port Burwell Library Signage

At the regular meeting held August 15, 2019 the Council of the Corporation of the Municipality of Bayham considered correspondence from the County of Elgin regarding New Exterior Signage for Fred Bodsworth Public Library of Port Burwell and the following resolution was passed:

THAT correspondence from Elgin County Director of Community & Cultural Services re New Exterior Signage for Fred Bodsworth Public Library of Port Burwell be received for information;

AND THAT the Council of the Corporation of the Municipality of Bayham approve the design concept and schematic drawing for new exterior signage for Fred Bodsworth Public Library of Port Burwell

If you require further information, feel free to contact the undersigned.

Regards,



Brenda Gibbons
Deputy Clerk
bgibbons@bayham.on.ca

cc: Julie Gonyou, County of Elgin CAO
Susan Morrell, Library Supervisor



ELGIN GROUP POLICE SERVICES BOARD

Chair Sally Martyn

Tel. 519-631-1460

450 Sunset Drive
St. Thomas, ON N5R 5V1

Municipality of Bayham | Municipality of Central Elgin | Municipality of Dutton Dunwich
Municipality of West Elgin | Township of Malahide | Township of Southwold

August 15, 2019

Warden McPhail
Corporation of the County of Elgin
450 Sunset Drive, St. Thomas ON
N5R 5V1

Dear Mr. Warden:

RE: RESOLUTION REGARDING ENFORCEMENT FOR SAFETY ON FAMILY FARMS

Please be advised that the Elgin Group Police Services Board received your letter dated August 14, 2019 requesting that the Board consider supporting the Township of Warwick's resolution regarding Enforcement for Safety on Family Farms. I am writing to inform you that the Elgin Group Police Services Board passed the following resolution at their meeting on August 14, 2019:

RESOLVED THAT the Elgin Group Police Services Board support the motion provided by the Township of Warwick with regards to Enforcement for Safety on Family Farms.

- Carried.

On behalf of the Elgin Group Police Services Board, I have sent a letter to the Attorney General of Ontario and have forwarded copies of the letter to the OPP Detachment Commander, Aylmer Police Service, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Municipality of West Elgin, Township of Malahide and Township of Southwold.

Yours very truly,

Sally Martyn
Mayor, Municipality of Central Elgin
Chair, Elgin Group Police Services Board

cc. Elgin Group Police Services Board
Elgin County Council



TOWNSHIP OF WARWICK

"A Community in Action"

6332 Nauvoo Road, R.R. #8, Watford, ON N0M 2S0

Township Office: (519) 849-3926 / 1-877-849-3926
Watford Arena: (519) 876-2808
Website: www.warwictownship.ca

Works Department: (519) 849-3923
Fax: (519) 849-6136
E-mail: info@warwictownship.ca

June 26, 2019

The Honourable Doug Downey, Attorney General of Ontario
Ministry of the Attorney General
720 Bay Street
11th Floor
Toronto, ON M7A 2S9

Dear Honourable Sir:

Re: Resolution Regarding Enforcement for Safety on Family Farms

Please be advised that Warwick Township Council adopted the following resolution at their regular meeting on June 17, 2019:

WHEREAS agriculture is the second largest industry in Ontario, contributing \$13.7 billion annually to Ontario's GDP and is essential for putting food on the tables of millions of people here and around the world;

AND WHEREAS in recent months there has been a steady increase in harassment of farmers and livestock transporters by activists opposed to animal agriculture and the consumption of animals;

AND WHEREAS the protests have become blatantly illegal in nature with extremist groups trespassing onto private property, unlawfully entering into buildings and removing animals without fear of prosecution and even promoting and publishing their crimes on social media;

AND WHEREAS maintaining proper biosecurity is essential to ensure the health and well-being of the animals cared for on these agricultural operations;

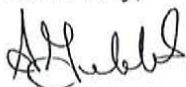
AND WHEREAS the recent attacks on farmers homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Township of Warwick requests that Hon. Doug Downey work with his fellow MPP's and agricultural leaders to find a better way forward to ensure stronger enforcement of existing laws - or new legislation - to ensure the safety of Ontario's farm families, employees and animals;

AND BE IT FURTHER RESOLVED THAT this motion be circulated to Hon. Doug Downey, Ministry of the Attorney General, Hon. Doug Ford, Premier of Ontario, Hon. Sylvia Jones, Solicitor General and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs and all Municipalities in the Province of Ontario, AMO, and ROMA.

- Carried.

Yours truly,



Amanda Gubbels
Administrator/Clerk
Township of Warwick

cc: The Honourable Doug Ford, Premier of Ontario
The Honourable Sylvia Jones, Solicitor General
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
All Ontario Municipalities
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)

Connecting people and places in Ontario with bridge improvements

From: [Infrastructure Canada](#)

News release

Modern and reliable networks of roads and bridges are essential to ensuring the safety of Canadians, while improving their quality of life and positioning communities for growth.

Elgin County, Ontario, September 3, 2019—Modern and reliable networks of roads and bridges are essential to ensuring the safety of Canadians, while improving their quality of life and positioning communities for growth.

Today, the Honourable Bernadette Jordan, Minister of Rural Economic Development, announced funding for two infrastructure projects in northeastern Ontario.

In the Mississaugas of New Credit First Nation community, Bridge #13 will be rehabilitated, which will replace the deck and underlying structure and include waterproofing, upgrading of bridge approaches and paving. These improvements will provide safer and more reliable access for pedestrians, cyclists and drivers.

Elgin County will see the replacement of the Port Bruce Bridge with a two-lane, 77 metre bridge with sidewalks and cycling lanes. The project will facilitate more active transportation, restore permanent access across Catfish Creek, and provide safer travel for residents and visitors.

The Government of Canada is investing more than \$3.1 million in these projects through the Rural and Northern Communities Infrastructure Stream (RNIS) of the *Investing in Canada* infrastructure plan. The Province of Ontario is contributing over \$1.8 million to these two projects.

Quotes

“Improving Canada’s roads and bridges is essential to the long-term growth of Ontario’s communities. Once complete, these important projects in Elgin County and the Mississaugas of New Credit First Nation community will allow residents to travel safely, spend less time on the road and more time with family and friends.”

The Honourable Bernadette Jordan, Minister of Rural Economic Development

“With the help of the Government of Canada we are able to complete the much needed work on the repair, replacement of Bridge # 13. This work will ensure the safety of Mississaugas of the Credit residents and the many visitors who utilize Bridge # 13. We look forward to an

ongoing relationship to ensure all access points within our First Nation are safe and structurally sound, Miigwech.”

R Stacey Laforme, Chief of the Mississaugas of the New Credit First Nation

“This announcement is exciting news for Elgin County. For our community, the collapse of the Port Bruce Bridge presented a number of challenges including safety, logistics and the movement of traffic over Catfish Creek. For our Council, this costly infrastructure failure has made it challenging to plan for competing priorities. The *Investing in Canada* infrastructure plan will provide substantial and much needed financial assistance as we work to rebuild the Port Bruce Bridge. Elgin County is not only celebrating the financial support that we will receive through this program, but we are celebrating what happens when different orders of government partner to respond to the needs of our citizens.”

Warden Duncan McPhail, County of Elgin

Quick facts

- Through the *Investing in Canada* infrastructure plan, the Government of Canada is investing more than \$180 billion over 12 years in public transit projects, green infrastructure, social infrastructure, trade and transportation routes, and Canada’s rural and northern communities.
- \$2 billion of this funding is supporting infrastructure projects that meet the unique needs of rural and northern communities like facilities to support food security, local access roads and enhanced broadband connectivity.
- More than \$10.1 billion of this funding is supporting trade and transportation projects, including \$5 billion available for investment through the Canada Infrastructure Bank.
- On June 27, 2019, the Government of Canada launched two new strategies: Canada’s Connectivity Strategy, which commits to connect all Canadians to high-speed internet, and Canada’s first Rural Economic Development Strategy, which will spur economic growth and create good, middle class jobs for rural Canadians across the country.
- The Rural Economic Development Strategy leverages ongoing federal investments and provides a vision for the future, identifying practical steps to take in the short term, and serving as a foundation to guide further work.

Related products

- [Backgrounder - Connecting people and places in Ontario with road and bridge improvements](#)

Associated links

- [Investing in Canada Plan Project Map](#)
- [Federal infrastructure investments in Ontario](#)
- [Investing in Canada: Canada's Long-Term Infrastructure Plan](#)
- [Rural Opportunity, National Prosperity: An Economic Development Strategy for Rural Canada](#)

Contacts

Kendra Wilcox

Acting Press Secretary
Office of the Minister of Rural Economic Development
343-549-8856
kendra.wilcox@canada.ca

Media Relations

Infrastructure Canada
613-960-9251
Toll free: 1-877-250-7154
Email: infc.media.infc@canada.ca
Follow us on [Twitter](#), [Facebook](#) and [Instagram](#)
Web: [Infrastructure Canada](#)

<https://www.canada.ca/en/office-infrastructure/news/2019/09/connecting-people-and-places-in-ontario-with-bridge-improvements.html>

Backgrounder: Connecting people and places in Ontario with bridge improvements

From: [Infrastructure Canada](#)

Backgrounder

The Government of Canada is investing more than \$3.1 million in the two projects through the Rural and Northern Communities Infrastructure Stream (RNIS). The Province of Ontario is contributing over \$1.8 million with the First Nation and the municipality responsible for remaining project costs.

Joint federal, provincial and municipal funding through the *Investing in Canada* infrastructure plan will support two bridge improvement projects in Ontario.

The Government of Canada is investing more than \$3.1 million in the two projects through the Rural and Northern Communities Infrastructure Stream (RNIS). The Province of Ontario is contributing over \$1.8 million with the First Nation and the municipality responsible for remaining project costs.

Project Information:

Project Name	Location	Project Details	Federal Funding	Provincial Funding	First Nation / Municipal Funding
Rehabilitation of Bridge #13	Mississaugas of the New Credit First Nation	The project will rehabilitate Bridge #13 by replacing the existing deck and underlying structure and incorporating it into the existing structure. Work will also include waterproofing, installation of new approach slabs and paving.	\$654,524	\$159,966	\$132,337
Port Bruce Bridge Replacement	Elgin County	The project scope will remove and replace the temporary, single span bridge with a two-lane, 77 metre bridge with sidewalks and cycling lanes.	\$2,500,000	\$1,666,500	\$1,365,082



August 13, 2019

The Honourable Jeff Yurek
Ministry of the Environment,
Conservation and Parks
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
Jeff.yurek@pc.ola.org

Toby Barrett – MPP Haldimand – Norfolk
11th Floor
77 Grenville St.
Toronto, ON M5S 1B3
Toby.barret@pc.ola.org

The Honourable John Yakabuski
Ministry of Natural Resources and Forestry
Whitney Block
Suite 6630
6th Floor
99 Wellesley St. W
Toronto, ON M7A 1W3
john.yakabuski@pc.ola.org

Re: Request For Provincial Response to address Gas Well Issues

Norfolk County Council, at their meeting of July 9 2019, approved Resolution No. 4 which reads as follows:

Res. No. 4

THAT THAT Staff Report HSS 19-31, Leaking Gas Wells - Ministry of Natural Resources Funding Update, be received as information;

AND THAT Council approve the proposed plan and direct staff to obtain required approvals and licensing from the required Ministries;

AND THAT Council exempt staff from the quotation and tendering procedures for goods and services outlined in Norfolk County Policy ECS-02 in accordance with single source and emergency purchase provisions, as required, for the work described in this report for remediation at the site located at 1925 Forestry Farm Road, Langton and further research for the broader hydrogeological challenges in the area;

AND THAT Council authorizes the General Manager, Health and Social Services and/or the General Manager, Public Works to enter into the necessary contracts with the appropriate suppliers, contractors and sub-contractors to complete the work;

AND THAT Council authorizes staff to amend the 2019 Capital Plan for the 1925 Forestry Farm Road, Langton project once external funding has been secured at which time the project can proceed.

AND THAT the Mayor and Council provide a letter to the Honourable John Yakabuski, MNRF, Mike Harris, Parliamentary Assistant to the MNRF and Toby Barret, Haldimand Norfolk MPP, demanding immediate funding for municipal extraneous costs to implement the permanent solution for the leaking gas well at 1925 Forestry Farm Road, Langton and the broader hydrogeological research;

AND THAT the Mayor and Council provide a letter to the Honourable Jeff Yurek, MECP, Andrea Khanjin, Parliamentary Assistant to the MECP and Toby Barrett, Haldimand Norfolk MPP requesting engagement with Norfolk County, other Ministries and the experts to advance the knowledge of the leaking gas wells and its impacts and to demand funding for municipal extraneous costs of the air quality monitoring affecting the health and wellbeing of the residents and the remediation of the environmental impacts;

AND THAT Council be made aware of any future requests to the County for additional seismic exploration in Norfolk County prior to permission being granted;

AND FURTHER THAT copies of this resolution be sent to Ministry of the Environment, Ministry of Health, Ontario Geological Survey and all Ontario Municipalities.

The staff report may be viewed online on the County's Website, (Item 5 b) i), July 9, 2019).

Yours Truly,



Andrew Grozelle
County Clerk

cc. The Honourable Christine Elliott, Minister of Health and Long-Term Care

christine.elliott@pc.ola.org

Renée-Luce Simard, Acting Director, Ontario Geological Survey

renée-luce.simard@ontario.ca

Municipality of *Bluelwater*

August 13, 2019

Transmitted VIA Email
doug.ford@pc.ola.org

Legislative Building
ATTN: Premier of Ontario
Queens Park
Toronto, ON
N7A 1A1

Dear Doug Ford:

Please be advised that the Council of the Corporation of the Municipality of Bluewater at its regular meeting on July 29, 2019 passed the following resolution:

MOVED: Councillor Whetstone **SECONDED:** Councillor Harris
THAT the Corporation of the Municipality of Bluewater endorse and supports the resolution of the Town of Halton Hills calling upon the Province of Ontario, through the discussion paper entitled "Reducing Litter and Waste in our Communities", to review and implement a deposit/return program for all single use plastic, aluminum and metal drink containers;

AND FURTHER THAT the Province of Ontario review current producer requirements and look for extended producer responsibility for all packaging;

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of the Environment, Conservation, and Parks; the Minister of Municipal Affairs; the Association of Municipalities of Ontario; the County of Huron, and all municipalities in the Province of Ontario. **CARRIED.**

Sincerely,

Chandra Alexander
Manager of Corporate Services



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

2019-0141

Moved by: Clark Somerville Date: July 8, 2019
Councillor Clark Somerville

Seconded by: Jane F. Fogel Resolution No.: _____

WHEREAS the Province of Ontario, through the Ministry of the Environment, Conservation and Parks, has posted a discussion paper entitled "Reducing Litter and Waste in our Communities";

AN WHEREAS producer responsibility has not been adequately addressed by the Province of Ontario;

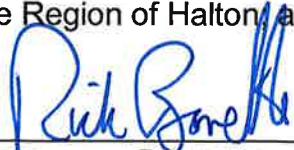
AND WHEREAS a successful deposit/return program for single use plastic, aluminum and metal drink containers has been in existence in other Provinces in Canada including Newfoundland, Nova Scotia and British Columbia;

AND WHEREAS these successful programs have eliminated many of these containers from the natural environment;

THEREFORE BE IT RESOLVED that the Council of the Town of Halton Hills call upon the Province of Ontario, through the discussion paper entitled "Reducing Litter and Waste in our Communities", to review and implement a deposit/return program for all single use plastic, aluminum and metal drink containers;

AND FURTHER THAT that the Province of Ontario review current producer requirements and look for extended producer responsibility for all packaging;

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs; the Association of Municipalities of Ontario; the Region of Halton and all municipalities in the Province of Ontario.



Mayor Rick Bonnette



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

July 16, 2019

Hon. Doug Ford, Premier
Legislative Building Rm 281, Queen's Park
Toronto, Ontario
M7A 1A1

Dear Premier Ford,

Re: MUNICIPAL AMALGAMATION

Please be advised that at its regular meeting held, Monday July 15, 2019 the Council of the Township of McKellar passed the following resolution:

19-355 **WHEREAS** there are 444 municipalities in Ontario that are very efficient and well-governed, and who respond quickly to ratepayer's needs;

AND WHEREAS in the 1990's the Conservative Government forced many municipalities to amalgamate on the guise they would become more efficient, effective, save money, lower taxes and ultimately reduce the provincial deficit;

AND WHEREAS there has never been a valid evidence-based study that supported these outcomes;

AND WHEREAS forced amalgamation actually accomplished just the opposite: ill feelings, increased animosity and mistrust, job losses, rise in local taxes and an increase in the provincial deficit;

AND WHEREAS there are many positive examples of small rural and northern municipalities working together in a collaborate and cooperative manner via shared agreements that responds to local needs without amalgamation and provincial interference;

AND WHEREAS the Provincial Government has a large deficit due to their own decision-making;

AND WHEREAS recently the same Conservative Government recently reduced one large regional municipal government by 50%, without "consultation";

AND WHEREAS this same Conservative Government is presently reviewing other provincial regional governments through a purported "consultative" approach with a view to reduce or eliminate them;

AND WHEREAS the Provincial Government should investigate all other internal ways of reducing their deficit and becoming more fiscally responsible over time rather than downloading to the one level of government that is the most efficient, has the lowest cost and is closest to the electorate which will not put a dent in the provincial deficit;

AND WHEREAS the Province could look at what other provinces have done to reduce the debt with one singular education system, organizing unorganized municipalities, controlling OPP costs, substantially increase fines, and find a way to collect millions and millions of dollars in unpaid fines and instead, invest in the north to create jobs and stimulate and enhance economic development;

NOW THEREFORE BE IT RESOLVED that before the Provincial Government forces amalgamation in any of the 444 municipalities in Ontario, our AMO organization go beyond requesting "consultation" and "demand" that the Provincial Government do the following:

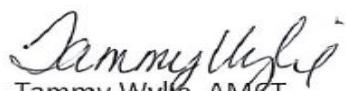
- 1) Hold a local referendum letting the citizens decide to amalgamate or not
- 2) Conduct an evidence-based study to show that amalgamation actually saves costs, jobs, lowers taxes and reduce the provincial deficit
- 3) Allow those municipalities to work out their own local collaborative agreement that best suit their local needs and to be permitted to do so on their own time line and volition
- 4) To ensure that there is absolutely no conflict of interest in this consultative process
- 5) To emphasize the political reality of forcing amalgamation on the many rural and northern municipalities across Ontario

AND FURTHER that a copy of this resolution be sent to Doug Ford, Premier of Ontario; Christine Elliott, Deputy Premier; Steve Clark, Minister of Municipal Affairs; Andrea Horwath, Leader of the New Democratic Party; and all MPPs in the Province of Ontario;

AND FURTHER that a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Northwestern Ontario Municipal Association (NOMA), Rural Ontario Municipalities Association (ROMA), Federation of Northern Ontario Municipalities (FONOM), the District of Parry Sound Municipal Association (DPSMA) and all Ontario municipalities for their consideration.

Carried

Sincerely,


Tammy Wylie, AMET
Clerk Administrator

Cc:
Deputy Premier of Ontario;
Minister of Municipal Affairs and Housing;
Leader of the New Democratic Party;
All Ontario MPP's;
Association of Municipalities of Ontario (AMO);
Northwestern Ontario Municipal Association (NOMA);
Rural Ontario Municipalities Association (ROMA);
Federation of Northern Ontario Municipalities (FONOM);
District of Parry Sound Municipal Association (DPSMA);
all Ontario municipalities

O:\Council mtg letters\July 15 2019\Municipal Amalgamation



WOWC BRIEFING

Western Ontario Wardens' Caucus

PROVINCIAL PRIORITIES AND 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 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; WOWC has identified its three key areas of focus in Southwestern Ontario, where the WOWC desires to work with the provincial government and our local MPPs to achieve very needed results:

- WOWC as the trusted perspective and partner for municipal priorities, plans and concerns
- Economic Development
- High Speed broadband networks

We call the next provincial government to work with municipalities in Southwestern Ontario to achieve these opportunities and help us create greater communities, together.



The WOWC offers supported views and reasoned actions toward initiatives to promote progress for Ontario.



SOUTHWESTERN PRIORITIES AND CONCERNS

The WOWC provides a respected and informed view and voice on the important topics of concern for the people and municipalities of Southwest Ontario. Advocacy, on behalf of this significant portion of the province of Ontario we represent, is a key pillar of the work of the Caucus. Key areas of interest currently include and are not limited to:

- Transportation Connectivity and Performance
- Long Term Care and Seniors
- Infrastructure

The Caucus seeks to inform and influence in these areas, and welcomes cooperation and perspectives of all concerned. The WOWC seeks to partner with the Provincial Government and provide valuable insights and perspectives on how the opportunities and concerns of our communities are addressed. The WOWC offers supported views and reasoned actions toward initiatives to promote progress for Ontario.

INFRASTRUCTURE

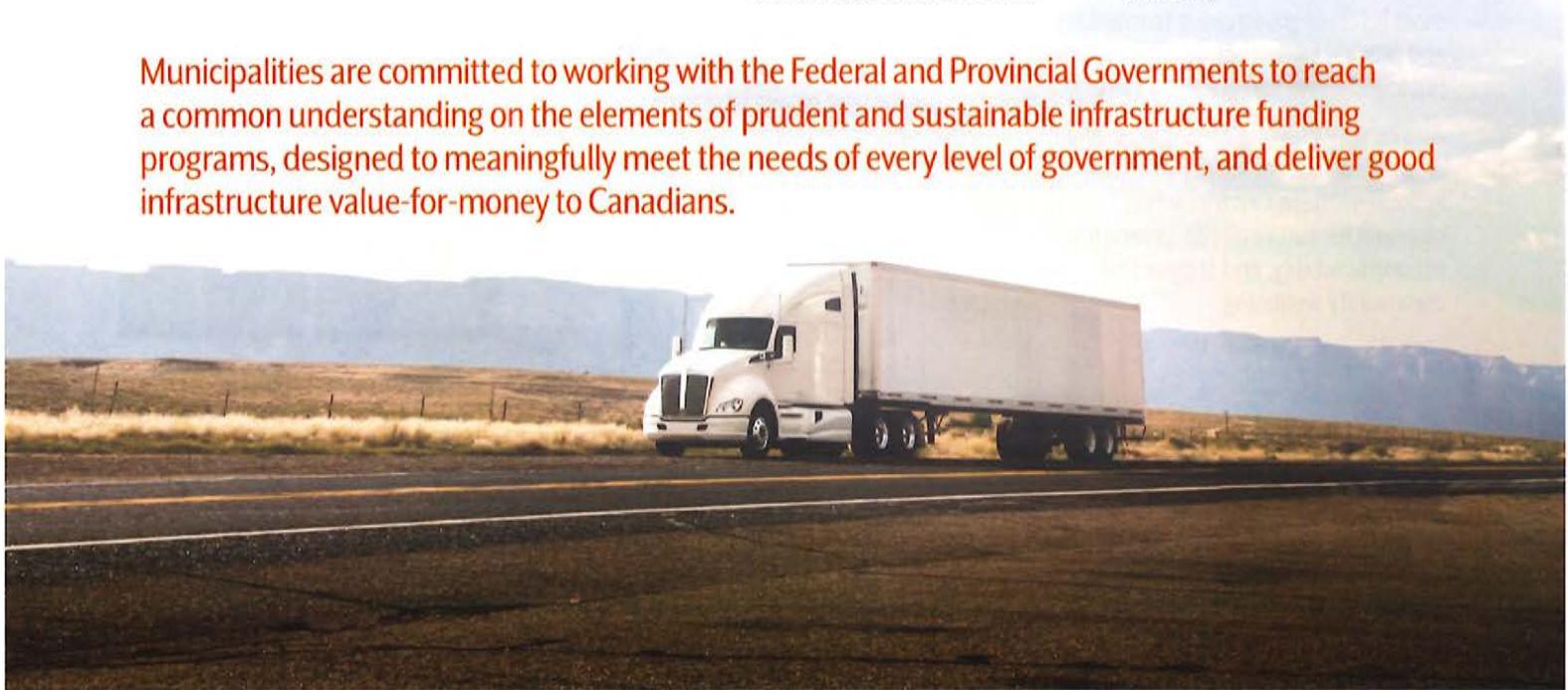
Municipalities in Ontario need meaningful, sustainable and consistent federal and provincial infrastructure funding to maintain our critical public infrastructure.

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 maintain prudently. 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 have come with little or no asset maintenance funding and now require costly improvements.

Water and waste-water infrastructure also remains a

challenge in terms of provision of new capacity and maintenance of existing systems for municipalities. It is essential that future federal and 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 or lottery driven, and geared primarily toward 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.





TRANSPORTATION CONNECTIVITY AND PERFORMANCE

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. Through the 2019/20 Budget the Province announced its intent to investigate a full range of transportation options for Southwestern Ontario. Specifically, the 2019/20 Budget included the following:

"The Province will examine options for improved connections between London, Kitchener and Toronto to spur economic activity in the region by improving

mobility and increasing travel reliability. This will include practical options for improvements to existing rail corridors in collaboration with private-sector partners to optimize passenger and freight rail. As well, it will include improvements to the highway network and inter-community bus services. As part of this work, the Province will consult with affected municipalities and Indigenous communities."

The WOWC supports the development of enhanced passenger rail from Toronto to Windsor. WOWC has endorsed the SouthwestLynx Plan and supports the concept that both freight and passenger rail capacities and services can be enhanced within existing rail corridors and further complemented by an integrated inter-community bus system.

The SouthwestLynx Plan provides 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.

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 as outlined in the SouthwestLynx Plan"





LONG TERM CARE AND SENIORS FUNDING

As our municipalities continue to respond to the rapidly aging population in this Province, the WOWC has heightened concerns surrounding the capacity to deliver Long-Term Care (LTC) and Seniors' Services given the current funding gap, particularly in light of the series of LTC announcements released by the Ministry of Health and Long-Term Care in May of 2019.

The 2019 1% Level of Care increase to LTC totals \$50M to the sector, the lowest increase in nine (9) years; untenable especially when compared to a 2.3% increase to resident fees based on the prior year's CPI increase. This situation is compounded further with the elimination of the High Wage Transition Fund (HWTF) and Structural Compliance premium (SCP). These two (2) funding programs represent a cut of an estimated \$36M that will offset the \$50M increase, leaving a net increase of approximately \$14M or 0.28 of a percent increase to support more than 70,000 LTC residents in Ontario.

The elimination of the HWTF will only serve to exacerbate existing inequities in provincial funding for wages, particularly for municipal homes that have endured significant increases over the years due to high arbitration settlements. The loss of the SCP will have a direct impact on the LTC Homes' ability to maintain critical infrastructure, potentially compromising both resident comfort and safety.

As one of the most regulated healthcare services challenged with significant staffing shortages, on the heels of the most significant public inquiry in the history of LTC, which recommends increased staffing, training and funding; cuts of this magnitude will be devastating for this sector and those living in LTC.

Our greatest concern is the inevitable impact on residents in Ontario. To put this in context, a \$36M reduction in LTC represents 600 Personal Support Workers; a cut of 1.2 million direct care hours to residents. Previously, the WOWC confirmed that our region alone had 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 LTC admissions. The WOWC has not witnessed sustainable increases in the funding envelope to address the strain to the system particularly in the areas of staffing surrounding registered and non-registered nursing staff that is now coupled with the most recent changes in funding.

WOWC seeks the creation of a continuous and stable operational and capital reinvestment model for the entire sector to achieve the following:

- Apply a consistent inflationary increase to both LTC residents and operators that accurately reflects annual cost increases;
- Work with the Association of Municipalities (AMO) and provincial LTC Associations such as AdvantAge Ontario to revise the existing Level of Care (LOC) Funding model to provide more stable base funding that accurately supports the current profile of today's LTC residents and ensures any substantive increases in acuity receive additional funding as needed;
- With the elimination of the Structural Compliance Premium (SCP), create capital funding similar to the Health Infrastructure Renewal program for Hospitals. For those currently receiving SCP, extend a "sunset clause" to transition funding with new capital redevelopment;
- Complete a current evaluation of higher wages in the sector to determine the extent of any current compensation disparity and the associated supplemental funding requirements and provide adjustments to the system that require market and pay equity comparisons to be with our private sector neighbours;
- Extend capital redevelopment funding to older "A" LTC homes including allowing additional LTC beds, will help build LTC capacity to the sector, achieve greater efficiencies in building maintenance and operations, ensure equity in housing design for greater resident comfort, safety and support, and promote the development of full campus continuums.
- Prioritize new LTC bed funding allocations to smaller homes in order to address the 32 bed increment design standards, and enable homes to maximize in efficiencies and economies of scale. Based on a maximum 32 bed sized unit, optimal operational efficiencies can be achieved in a 160 bed sized home.
- Redefine staffing requirements and work towards innovative solutions to sector wide Health Human Resource shortages

The WOWC maintains that the increasing funding gap and the absence of a stable and sustainable operational and capital reinvestment program for the delivery of Long Term Care will have both negative and dramatic impacts on one of the most vulnerable populations in our society. We urge this government to work with its municipal partners to find solutions that are both fiscally responsible and that will support the growing needs of our residents.





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 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. The WOWC remains supportive of the SWIFT model and is actively involved in SWIFT governance through our 15 WOWC appointments to the SWIFT Board and through SWIFT's regular and ongoing dialogue with the WOWC Caucus and its CAOs.

The WOWC appreciates the support of the Government of Ontario and financial participation in announcing three SWIFT Phase 2 initial projects (Norfolk, Lambton and Wellington Counties) valued at \$34.6 million.

The WOWC looks forward to the successful implementation of the Phase 2 projects leading to the Government of Ontario's support and participation in Phase 3 funding for the remainder of the initial SWIFT projects across Southwestern Ontario.

Looking forward beyond the current SWIFT projects and plans, the WOWC supports the implementation of a provincial broadband plan that is aligned with federal, regional, municipal and Indigenous partners. Such a plan would 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.

The WOWC is seeking support from the Government of Ontario to:

- Support and participate in long-term, predictable funding to models like SWIFT which are overcoming Ontario's connectivity barriers and meeting the unique needs of each community
- 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.



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.

ECONOMIC DEVELOPMENT ACROSS SOUTHWESTERN ONTARIO

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.

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.

Through its regional Economic Development Strategic Plan the WOWC seeks:

- 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; and
- Provincial inclusion and support of Southwestern Ontario within national and international marketing and promotional objectives and investment attraction initiatives



SUMMARY

By 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 of 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
Bruce County
Municipality of Chatham-Kent
Dufferin County
Elgin County
Essex County
Grey County
Huron County
Lambton County
Middlesex County
Norfolk County
Oxford County
Perth County
Simcoe County
Wellington County**

For more information, please contact:

Warden Mitch Twolan, WOWC Chair at mtwolan@brucecounty.on.ca
Don Shropshire, WOWC Secretary, at dons@chatham-kent.ca, or
Charlotte Gravley, WOWC Administrative Coordinator at gravley@gmail.com

www.wowc.ca

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



19-4093

Dear Head of Council:

Our government believes everyone deserves a place to call home. Inadequate supply and high housing costs have made housing unattainable for too many people in Ontario. We want to put affordable home ownership in reach of more Ontario families, and provide more people with the opportunity to live closer to where they work.

That is why I am pleased to provide you with an update on the [More Homes, More Choice Act, 2019](#), which was passed by the Legislature on June 6, 2019.

In Effect Date

Schedule 12 of the *More Homes, More Choice Act, 2019* makes changes to the *Planning Act*. All changes, except for those related to community benefits charges, came into force on September 3, 2019, as specified by proclamation. This includes changes to:

- Broaden the Local Planning Appeal Tribunal's jurisdiction over major land use planning matters (i.e., official plans and zoning by-laws) and give the Tribunal the authority to make a final decision on appeals of these matters based on the best planning outcome;
- Reduce timelines for municipalities to make planning decisions;
- Remove certain “third party” appeals;
- Authorize the Minister of Municipal Affairs and Housing to mandate the use of a community planning permit system in or around specific locations to promote intensification around transit;
- Require municipalities to authorize in their official plans and zoning by-laws additional residential units in both a primary dwelling and ancillary building or structure; and
- Promote the development of affordable housing near transit by focusing the use of inclusionary zoning.

Regulations

To help implement the *Planning Act* changes, amendments to existing regulations under the Act also came into force at the same time as the related legislative provisions.

These regulations were filed on August 29, 2019 and include changes to:

- Set out transition rules for planning matters that are in process;
- Remove or update certain redundant or out-dated provisions and references;
- Remove the ability to appeal (except by the province) the implementing by-law when a municipality is required to establish a community planning permit system through a Minister’s order; and

- Clarify that the new community benefits charge by-law will not apply in areas within a municipality where a community planning permit system is in effect.

A new regulation for additional residential units (ARUs) was also filed on August 29, 2019 and helps remove certain zoning barriers to the creation of additional residential units by establishing the following requirements and standards:

- One parking space for each ARU, which may be provided through tandem parking as defined;
- Where a municipal zoning by-law requires no parking spaces for the primary residential unit, no parking space would be required for the ARUs;
- Where a municipal zoning by-law is passed that sets a parking standard lower than a standard of one parking space for each ARU, the municipal zoning by-law parking standard would prevail;
- An ARU, where permitted in a zoning by-law, may be occupied by any person regardless of whether the primary residential unit is occupied by the owner of the property; and
- An ARU, where permitted in a zoning by-law, would be permitted without regard to the date of construction of the primary or ancillary building.

Our proposal for the new and amended regulations was posted on the [Environmental Registry of Ontario](#). All comments received were carefully considered.

You can view copies of the new and amending *Planning Act* regulations on Ontario's e-Laws:

- [New Ontario Regulation 299/19](#) – “Additional Residential Units”
- [Ontario Regulation 296/19](#) – amending Ontario Regulation 174/16 “Transitional Matters - General”
- [Ontario Regulation 297/19](#) – amending Ontario Regulation 543/06 “Official Plans and Plan Amendments”
- [Ontario Regulation 298/19](#) – amending Ontario Regulation 544/06 “Plans of Subdivision”
- [Ontario Regulation 301/19](#) – amending Ontario Regulation 173/16 “Community Planning Permits”
- [Ontario Regulation 300/19](#) – amending Ontario Regulation 232/18 “Inclusionary Zoning”

If you have any questions about the changes to the *Planning Act* and related regulations, please email PlanningConsultation@ontario.ca.

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

CLOSED MEETING AGENDA

September 10, 2019

Staff Reports:

- 1) Chief Administrative Officer – *Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees* – Terrace Lodge Redevelopment Project
- 2) Chief Administrative Officer – *Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Broadband Services
- 3) Chief Administrative Officer – *Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Ambulance Contract Review
- 4) Chief Administrative Officer – *Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Fire Training Officer/Community Emergency Management Coordinator
- 5) Chief Administrative Officer – *Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees* – Land Division Review
- 6) Chief Administrative Officer – *Municipal Act Section 239 (b) personal matters about an identifiable individual, including municipal or local board employees* – Organizational Review (VERBAL)