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ORDERS OF THE DAY
FOR TUESDAY, June 23, 2020 – 9:00 A.M.

ORDER

- 1st Meeting Called to Order
- 2nd Adoption of Minutes – June 9, 2020
- 3rd Disclosure of Pecuniary Interest and the General Nature Thereof
- 4th Motion to Move Into “Committee Of The Whole Council”
- 5th Reports of Council, Outside Boards and Staff
- 6th Council Correspondence
 - 1) Items for Consideration
 - 2) Items for Information (Consent Agenda)
- 7th **OTHER BUSINESS**
 - 1) Statements/Inquiries by Members
 - 2) Notice of Motion
 - 3) Matters of Urgency
- 8th Closed Meeting Items
- 9th Recess
- 10th Motion to Rise and Report
- 11th Motion to Adopt Recommendations from the Committee Of The Whole
- 12th Consideration of By-laws
- 13th ADJOURNMENT

Video Conference Meeting – IN-PERSON PARTICIPATION RESTRICTED

NOTE FOR MEMBERS OF THE PUBLIC:

Please click the link below to watch the Council Meeting:
<https://www.facebook.com/ElginCountyAdmin/>

Accessible formats available upon request.

ELGIN COUNTY COUNCIL

MINUTES

June 9, 2020

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

Staff Present: Julie Gonyou, Chief Administrative Officer (in-person)
Jim Bundschuh, Director of Financial Services (electronic)
Brian Lima, Director of Engineering Services (electronic)
Brian Masschaele, Director of Community and Cultural Services (electronic)
Amy Thomson, Director of Human Resources (electronic)
Michele Harris, Director of Homes and Senior Services (electronic)
Alan Smith, General Manager of Economic Development (electronic)
Nancy Pasato, Manager of Planning (electronic)
Jeff Lawrence, Tree Commissioner/Weed Inspector (electronic) (report only)
Natalie Marlowe, Library Coordinator (electronic)
Mike Hoogstra, Purchasing Coordinator (electronic)
Al Reitsma, Manager of Information Technology (electronic) (report only)
Katherine Thompson, Supervisor of Legislative Services (electronic)
Carolyn Krahn, Legislative Services Coordinator (in-person)

1. CALL TO ORDER

Elgin County Council met this 9th day of June, 2020 in the Administrative Boardroom, at the County Administration Building, St. Thomas at 9:00 a.m. with Warden Mennill in the chair. The Councillors and some staff participated electronically by video conference.

2. ADOPTION OF MINUTES

Moved by: Councillor Ketchabaw
Seconded by: Councillor Purcell

Resolved that the minutes of the meeting held on May 26, 2020 be adopted.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

4.1 Introduction of Nancy Pasato, Manager of Planning

The Warden welcomed the new Manager of Planning. Nancy Pasato comes from the City of London, where she has worked in planning roles of increasing responsibility for the past twenty (20) years.

4.2 Thames Valley District School Board – Meagan Ruddock

Meagan Ruddock on behalf of the Thames Valley District School Board requested Council's support in encouraging the community to decorate their yards and businesses with decorative lights this June in celebration and recognition of the Class of 2020.

Moved by: Councillor Martyn
Seconded by: Councillor Ketchabaw

Resolved that the letter from Meagan Ruddock, Thames Valley District School Board, be received and filed; and, that staff proceed with notifying the local municipal partners; and, that staff coordinate messaging on electronic signage across Elgin County; and that consistent messaging is used as much as possible with the local municipal partners in celebration of students in Elgin County in 2020.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

5. COMMITTEE OF THE WHOLE

Moved by: Councillor Jones
Seconded by: Councillor Marks

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

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

6.1 COVID-19 Update – Warden

The Warden provided an update on the County’s response to the COVID-19 pandemic. He emphasized that Elgin County’s Long-Term Care Homes team is deeply committed to providing the highest level of care and service possible and that County Homes have taken all precautions possible to stop the spread of COVID-19. While the pandemic is not over yet, staff are beginning to look ahead and build the roadmap to our new reality – one where COVID-19 is present in our community.

Moved by: Councillor McPhail
Seconded by: Councillor French

Resolved that the report from Warden Mennill, titled “COVID-19 Update” dated June 2, 2020 be received and filed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.2 Tree Commissioner/Weed Inspector Quarterly Report January – March 2020 – Tree Commission/Weed Inspector

The Tree Commissioner presented a summary of activity related to the Elgin Woodlands Conservation By-Law for the period of January 1, 2020 to March 31, 2020 and weed inspection activity for the first quarter.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Giguère

Resolved that the report titled “Tree Commissioner/Weed Inspector Quarterly Report January – March 2020” from the Tree Commissioner/Weed Inspector, dated June 1, 2020 be received and filed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.3 **Homes – Notice and Extension of Service Accountability Agreement(s) SAA – Extending Letter – Director of Homes and Senior Services**

The Director of Homes and Senior Services presented a report on the extension of service accountability agreements (SAA). In light of the current pandemic, the Local Health Integration Networks (LHINs) and Ontario Health (OH) recognize it is not realistic to press ahead and engage in a SAA refresh process that would further pressure health service providers and the system as a whole. The LHINs and OH have received Ministry of Health (MOH) endorsement to continue with the extension of the 2020/21 fiscal year SAA for the period of July 1, 2020 to March 31, 2021.

Moved by: Councillor Marks
Seconded by: Councillor Jones

Resolved that the report titled: “Homes – Notice and Extension of Service Accountability Agreement(s) SAA – Extending Letter” dated June 2, 2020 be received and filed; and, that Council authorize the Warden and Chief Administrative Officer to sign the Notice and Extension of Service Accountability Agreement(s) SAA Extending Letter.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.4 **Elgin County Library Performance Analysis – Director of Community and Cultural Services**

The Director of Community and Cultural Services provided further context on the library’s recent performance based on annual statistics compiled by the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTC).

Moved by: Councillor Purcell
Seconded by: Councillor Martyn

Resolved that the report titled “Elgin County Library Performance Analysis” from the Director of Community and Cultural Services dated June 9, 2020 be received and filed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.5 **Wide Area Network Services – RFP Contract Award – Manager of Information Technology**

The Manager of Information Technology provided details on Request for Proposal (RFP) No. 2020-P28 recently issued by the County for the provision of High-Speed Wide Area Network (WAN) connectivity between existing facilities. The County of Elgin WAN consists of private high-speed connections between the Administration Building data centre and the County's three (3) Long-Term Care Homes. Because Elgin Manor serves as the backup data centre for the County, the connection between it and the Administration Building is ten (10) times faster than the connection with the other Homes. The increased speed provides the capacity necessary to operate hot standby servers as well as off-site backups of all servers and data.

One (1) complete proposal submission was received from Eastlink. The cost of this agreement would be \$4,500 per month, an increased cost of \$500 from the 2015 price of \$4,000. This increase is a little over 2% per year and is contained within the IT budget. The new agreement provides the following increased services:

- A doubling of bandwidth to the Administration Building from 1000 Mbps, which previously cost \$2,125 monthly, to 2000 Mbps for \$2,325 monthly – a doubling of speed for a \$200 per month increase; and
- An internet connection for each of the three (3) Long-Term Care Homes at \$100 each.

The total cost for the enhanced services from Eastlink is \$54,000 per year. The pricing is guaranteed for the three (3) year term of the agreement.

Moved by: Councillor Jones
Seconded by: Councillor Martyn

Resolved that Eastlink be selected to provide Wide Area Network Services to the County's four facilities identified in the RFP for a three (3) year term for a total price of \$54,000 per year with the option to extend the current agreement for an additional two (2) years; and, that the Warden and Chief Administrative Officer be authorized to sign the supporting agreement.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks		No	
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère		No	
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		7	2	0

- Motion Carried.

6.6 **Quarterly Information Report - Contract Awards – January 1, 2020 to March 31, 2020 – Purchasing Coordinator**

The Purchasing Coordinator provided information on the exercise of delegated authority for all contracts awarded that exceed \$15,000 including amendments and renewals for the period from January 1, 2020 to March 31, 2020.

Moved by: Councillor Marks
Seconded by: Councillor Jones

Resolved that the report titled “Quarterly Information Report - Contract Awards, January 1, 2020 to March 31, 2020” dated May 28, 2020 be received and filed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.7 Capping and Claw-back – Director of Financial Services

The Director of Financial Services presented a report on the recommended capping and claw-back options for 2020.

Moved by: Councillor Purcell
Seconded by: Councillor Ketchabaw

Resolved that County tax policy set the annualized tax limit increase at 10%; the prior years current value assessment (CVA) tax limit increase at 10%; the CVA threshold for protected (increasing) properties at \$500; the CVA threshold for clawed-back (decreasing) properties at \$500; exclude properties that were at CVA tax in the previous year from the capping and claw-back calculation in the current year; and exclude properties that would move from being capped in the previous year to be clawed back in the current year or from being clawed back in the previous year to be capped in the current year as a result of the changes to the CVA tax; and, exclude reassessment related increases from the capping calculation; and, that the necessary by-law be adopted.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.8 Contract Award – Administration Building Cooling Tower and South Wing Roof Replacement Project - Tender No. 2020-T23 – Director of Engineering Services

The Director of Engineering Services presented details on the tender issued for the Administration Building Cooling Tower and South Wing Roof Replacement Project. Work on this project is expected to begin in September with completion scheduled for the end of November.

Moved by: Councillor McPhail
Seconded by: Councillor Marks

Resolved that Triumph Roofing & Sheet Metal Inc. be selected for the Administration Building Cooling Tower and South Wing Roof Replacement Project, Tender No. 2020-T23 at a total price of \$497,000.00 (exclusive of HST), and that the funding deficit be funded from the Exterior Building Repair Capital Project; and, that the Warden and Chief Administrative Officer be authorized to sign the contract.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.9 Elgin County 2020 – 2022 Strategic Plan Promotion – Supervisor of Legislative Services and Community Relations

The Supervisor of Legislative Services and Community Relations presented a draft promotional plan for the Elgin County 2020 – 2022 Strategic Plan. The draft plan includes presentations to various stakeholders to ensure that both Council and staff remain focused on the goals of the plan and that all County activities align with its strategic objectives.

Moved by: Councillor Giguère
Seconded by: Councillor Marks

Resolved that the June 1, 2020, report titled, “Elgin County 2020-2022 Strategic Plan Promotion,” submitted by the Supervisor of Legislative Services and Community Relations, be received and filed for information; and that Elgin County Council provide feedback regarding the promotion of the Elgin County 2020-2022 Strategic Plan.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.10 New Council Committees: Environmental Committee Update and Connectivity Committee Terms of Reference – Chief Administrative Officer

The Chief Administrative Officer provided an update on the Environmental Committee, presented for Council’s approval Terms of Reference for the Connectivity Committee and proposed the names of two (2) Members of Council to serve on the Committee.

Moved by: Councillor Purcell
Seconded by: Councillor French

Resolved that the report from the Chief Administrative Officer, titled “New Council Committees: Environmental Committee Update and Connectivity Committee Terms of Reference” dated June 2, 2020 be received and filed; and that Council approve the Terms of Reference for the Connectivity Committee as presented and direct staff to amend Council’s Committee By-Law 19-40 to include the Terms of Reference for the Connectivity Committee; and further that Council appoint Councillor Marks and Councillor Giguère to the Connectivity Committee, as recommended by Warden Mennill.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.11 COVID-19 Business Continuity Planning – May 2020 – Chief Administrative Officer

The Chief Administrative Officer presented Elgin County’s Reopening Strategy. The Reopening Strategy follows a phased approach; it will continue to evolve; and it will be updated regularly.

Moved by: Councillor Jones
Seconded by: Councillor Giguère

Resolved that the report titled “Elgin County Reopening Strategy” from the Chief Administrative Officer dated June 2020 be received and filed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

7. COUNCIL CORRESPONDENCE

7.1 Items for Consideration

None.

7.2 Items for Information (Consent Agenda)

- 7.2.1 Karen Vecchio, Member of Parliament – Elgin-Middlesex-London, with a report entitled “Connect Canada – Conservative Call to Action on Rural Internet Access.”
- 7.2.2 Homes and Senior Services with their June Newsletter.
- 7.2.3 The Ministry of Education with a letter regarding internet connectivity for students.
- 7.2.4 The Municipality of Central Elgin with a letter endorsing correspondence sent from the County of Elgin to the Honourable Ernie Hardeman supporting Bill 156.

Moved by: Councillor French
Seconded by: Councillor Giguère

Resolved that Correspondence Items #1-4 be received and filed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

8. OTHER BUSINESS

8.1 Statements/Inquiries by Members

None.

8.2 Notice of Motion

None.

8.3 Matters of Urgency

8.3.1 Councillor Purcell presented information on a near accident at the intersection of Currie Road and Talbot Line. Residents have expressed concern about the safety of this intersection.

Moved by: Councillor Purcell
Seconded by: Councillor McPhail

Resolved that Engineering Services document the cost of two options for the intersection of Currie Road and Talbot Line, the first option being the installation of traffic lights at the intersection and the second option being the creation of a four-way stop with a reduced speed limit and appropriate signage; and, that the Director of Engineering Services report the same with a recommended solution at the next Council meeting.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		

Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

8.3.2 The Warden requested that an item be added to the Closed Meeting Agenda under *Municipal Act Section 239 2(e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board; and (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* – Port Bruce Bridge.

Moved by: Councillor Purcell
Seconded by: Councillor Giguère

Resolved that the Port Bruce Bridge litigation/potential litigation item as requested by the Chief Administrative Officer be added to the agenda for the Closed Meeting.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

9. CLOSED MEETING ITEMS

Moved by: Councillor Martyn
Seconded by: Councillor French

Resolved that we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

In-Camera Item #1

(e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board; (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 – Port Bruce Bridge

In-Camera Item #2

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations – Service Delivery Review

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		

Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

10. RECESS

Council recessed at 10:05 a.m. and reconvened at 10:10 a.m.

11. MOTION TO RISE AND REPORT

Moved by: Councillor Ketchabaw

Seconded by: Councillor Jones

Resolved that we do now rise and report.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

In-Camera Item #1 – Port Bruce Bridge

Moved by: Councillor Purcell

Seconded by: Councillor McPhail

Resolved that staff proceed as directed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

In-Camera Item #2 – Service Delivery Review

Moved by: Councillor Marks

Seconded by: Councillor Giguère

Resolved that the report from StrategyCorp Inc. be received.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

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

Moved by: Councillor Jones
Seconded by: Councillor Martyn

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

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

13. CONSIDERATION OF BY-LAWS

13.1 By-law 20-27 – Capping/Claw-back

BEING a By-law to Adopt Optional Tools for the Purposes of Administering Limits for the Commercial, Industrial and Multi-Residential Property Classes.

Moved by: Councillor Ketchabaw
Seconded by: Councillor McPhail

Resolved that By-Law No. 20-27 be now read a first, second and third time and finally passed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		

Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

13.2 **By-law 20-28 – 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 June 9, 2020 Meeting.

Moved by: Councillor French
Seconded by: Councillor Martyn

Resolved that By-Law No. 20-28 be now read a first, second and third time and finally passed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

14. **ADJOURNMENT**

Moved by: Councillor Marks
Seconded by: Councillor Jones

Resolved that we do now adjourn at 11:02 a.m. to meet again on June 23, 2020 at 9:00 a.m.

Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn		No	
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		8	1	0

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Dave Mennill,
Warden.

Wide Area Network Services – RFP Contract Award
Manager of Information Technology

June 9, 2020

WAN RFP Council Presentation – June 9, 2020

The County of Elgin wide area network or WAN consists of private high-speed connections between the administration building data centre and the County's 3 long-term care homes. Because Elgin Manor serves as the backup data centre for the County the connection between it and the administration building is 10 times faster than the connection with the other homes. The increased speed provides the capacity necessary to operate hot standby servers as well as off-site backups of all servers and data.

Data traffic volume between the administration building and our 9 libraries can be handled by public internet connections such as Bell, EastLink and Rogers which secured using GRE (Generic Routine Encapsulation) protocol and was not included in this WAN RFP.

The WAN provides staff at the long-term care homes with access to resources at the data center such as the file server. The WAN is also used to route internet traffic from all locations, both staff and public, through the firewall out to the internet.

The current contract for WAN services with EastLink has been in place for 5 years. During that time EastLink has responded to our need for increased internet capacity, driven by the homes and the libraries, by providing incremental bandwidth increases as no charge.

A review of our WAN requirements identified the following needs:

1. Provide backup internet connections to each of the long-term care homes. Although the loss of the internet connection at the administration building is infrequent a backup internet connection would insure that the critical connection to resident care and pharmacy information is not lost.
2. Increased internet bandwidth to meet the demand from staff and the public, primarily from the libraries.

In order to meet the increased demand and to future proof the WAN for the next 3 to 5 years the RFP included an increase in bandwidth to administration building from 1000 to 2000 Mbps. This is necessary to deal with the increased internet speeds at the libraries and to accommodate IT services provided to municipal partners.

WAN RFP Council Presentation – June 9, 2020

The increased bandwidth of the WAN connection to the administration building means that an upgrade to our main router will also be required this year. This upgrade was part of our asset management plan and is contained within 2020 capital budget.

On April 29th the County issued a request for proposal to provide a high-speed wide area network to included the administration building and our 3 long-term care homes.

The RFP closed on May 20, 2020. Questions were received during the process from Proponents and Addendum 1 was issued. An extension for the RFP was not requested during the question period.

The County received two electronic submissions. Upon further review of the proposals received, one complete proposal was received from Eastlink and one partial proposal was received from Packet-Tel Corp to service one of the four facilities with internet service only.

Due to the fact that only one complete submission was received, a formal RFP evaluation was not conducted. It should be noted however that both proposals were reviewed in depth.

Staff has reviewed the Eastlink proposal and is recommending that a new agreement be entered into with Eastlink for a three-year term. Eastlink has provided excellent service in the past and the pricing received is favourable.

The new \$4,500 a month agreement has an increased cost of \$500 from the 2015 price of \$4,000, representing an increase a little over 2% per year and is contained within the IT budget. The new agreement provides the following increased services:

- A doubling of bandwidth to the county building from 1000 Mbps, which previously cost \$2,125 monthly, to 2000 Mbps for \$2,325 monthly. A doubling of speed for \$200 per month increase.
- An internet connection for each of the 3 long-term care homes at \$100 each

WAN RFP Council Presentation – June 9, 2020

The total cost for the enhanced services from Eastlink is \$54,000 per year. The pricing is guaranteed for the 3 year term of the agreement.

REPORTS OF COUNCIL AND STAFF

June 23, 2020

Staff Reports – ATTACHED

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

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

Director of Community and Cultural Services – Temporary Suspension of E-Green Recycling Program at Library Branches

Director of Human Resources – HR Policy: 2.160 Telework

Director of Financial Services – Canada’s Rural & Remote Broadband Conference Series: A Summary

Director of Financial Services – May 2020 Budget Performance

Director of Engineering Services – Talbot Line and Currie Road Intersection Review

Chief Administrative Officer – Western Ontario Wardens Caucus – SWIFT 2.0 Recommendations

Chief Administrative Officer – Green Lane Public Liaison Committee



REPORT TO COUNTY COUNCIL

FROM: Nancy Pasato, Manager of Planning

DATE: June 23, 2020

Subject: Final Plan of Subdivision Approval
Little Creek Subdivision
Cyril J. Demeyere Ltd.
All of Blocks 61 and 62 and Part of Block 63
Registered Plan 11M-31 and Part of Lots 1, 2, 3 and 4 and Part of Amelia Street, Registered Plan 24
Former Village of Port Stanley, Municipality of Central Elgin
County of Elgin
File No.:34T-CE1901

RECOMMENDATION:

THAT the report titled “Final Plan of Subdivision Approval Little Creek Subdivision” from the Manager of Planning, dated June 23, 2020, be received and filed.

INTRODUCTION:

This report is to advise County Council that final approval was given for a plan of subdivision in Port Stanley on June 12, 2020. (see attached map)

DISCUSSION:

This residential plan of subdivision is comprised of 44 single detached lots, 39 semi-detached lots, 2 medium density blocks, 1 high density block, 1 high density/apartment building/long term care facility/retirement home block, 1 walkway/watermain/storm sewer block and 1 valleylands block. The original draft plan approval for this subdivision was given by Elgin County Council on September 24, 2019. A revised red-line plan was draft approved on November 13, 2019.

The subject lands are located in the Village of Port Stanley, and they will be developed on full municipal services. The County received clearance letters from the Municipality of Central Elgin, Kettle Creek Conservation Authority and Canada Post.

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

CONCLUSION:

This report is to advise that final approval of this plan of subdivision was granted and the plans were signed by the Manager of Planning on June 12, 2020 and forwarded to the

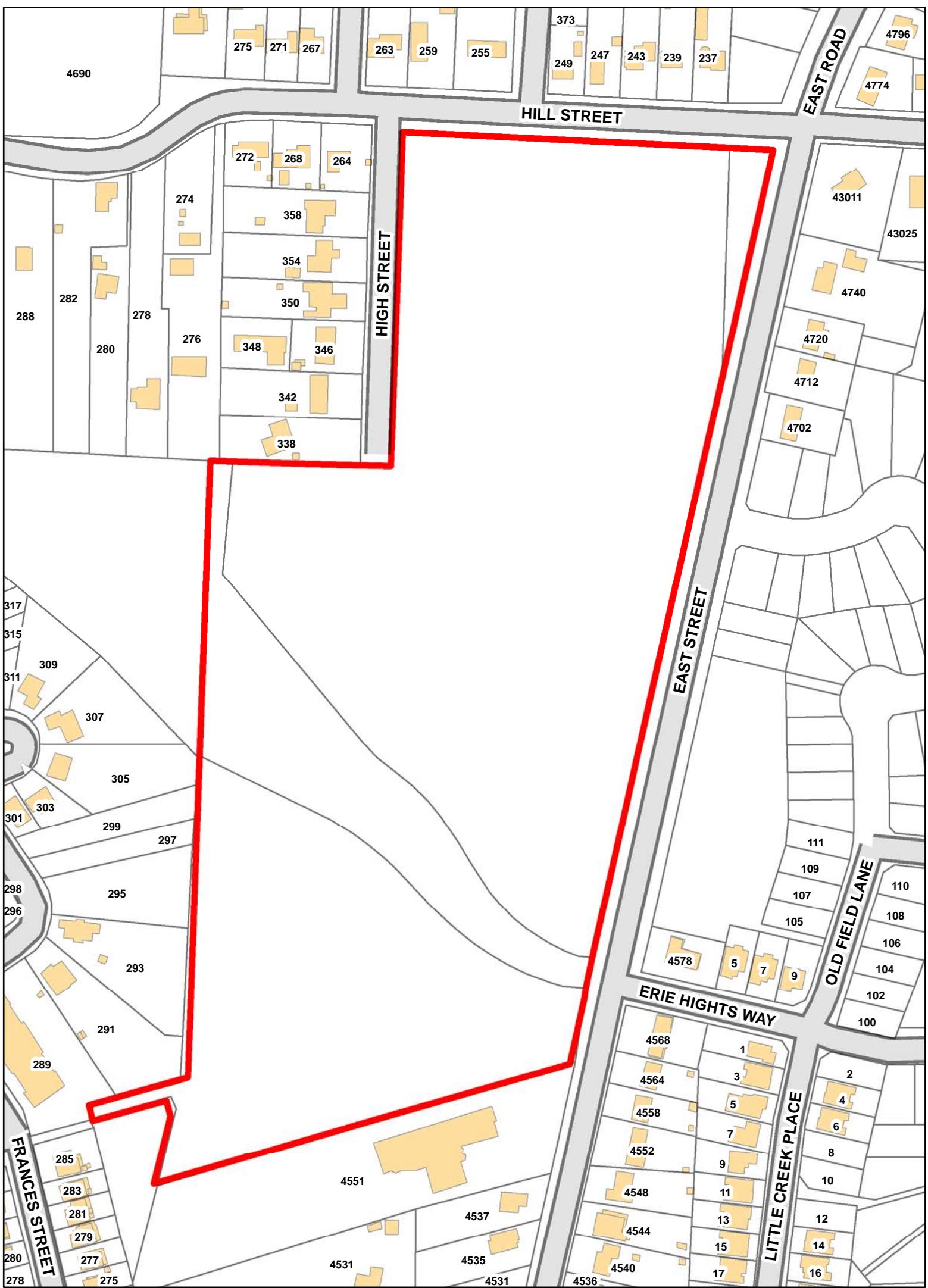
Middlesex Land Registry Office for registration. The Municipality of Central Elgin and the developer have been notified.

All of which is Respectfully Submitted

Approved for Submission

Nancy Pasato
Manager of Planning

Julie Gonyou
Chief Administrative Officer



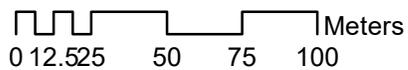
Location Map

Subject Site: PLAN M31 BLOCK 61
 File Number:
 Planner: Nancy Pasato
 Created By: TE
 Date: 15/06/2020



Legend

- Subject Site
- Draft Approved Subdivisions
- Buildings
- Driveways/Parking Lots
- Parking Lot Edges



Corporation of Elgin County
 Prepared By: Planning and Development

Scale 1:2,500



REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

DATE: June 4, 2020

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

RECOMMENDATION:

THAT Council authorize staff to sign the “Multi-Sector Service Accountability Agreement Declaration of Compliance – Schedule G” for April 1, 2019 – March 31, 2020.

INTRODUCTION:

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

DISCUSSION:

The Local Health System Integration Act, 2006 requires that the SWLHIN and Health Service Providers (HSP) enter into a service accountability agreement referred to as the M-SAA. The M-SAA includes a schedule of reporting requirements for specific reports related to performance, occupancy, compliance, etc.

The M-SAA process requires submission of an annual Declaration of Compliance - Schedule G declaring that the Health Service Provider has fulfilled its obligations under the M-SAA during the applicable reporting period. The reporting period is April 1, 2109 – March 31, 2020.

CONCLUSION:

To the best of staffs’ knowledge, the St. Thomas-Elgin Adult Day Program has satisfied the requirements of Schedule G – Form of Compliance Declaration, and staff recommends that this form be signed.

All of which is Respectfully Submitted

Approved for Submission

Michele Harris
Director of Homes and Seniors Services

Julie Gonyou
Chief Administrative Officer

SCHEDULE G – FORM OF COMPLIANCE DECLARATION

DECLARATION OF COMPLIANCE

Issued pursuant to the MSAA effective April 1, 2019

To: **The Board of Directors** of the South West Local Health Integration Network (the “LHIN”). Attn: Board Chair.

From: **The Board of Directors** (the “Board”) of the [County of Elgin] (the “HSP”)

Date: [June 23, 2020]

Re: April 1, 2019 – March 31, 2020 (the “Applicable Period”)

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the MSAA between the LHIN and the HSP effective April 1, 2019.

The Board has authorized me, by resolution dated [June 23,2020], to declare to you as follows:

After making inquiries of the [Michele Harris, Director of Homes and Seniors Services and Dawn Adams-Burridge, Adult Day Program Coordinator] and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the service accountability agreement (the “MSAA”) in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the MSAA concerning applicable procurement practices;
- (ii) The *Local Health System Integration Act, 2006*; and
- (iii) The *Public Sector Compensation Restraint to Protect Public Services Act, 2010*.

(Julie Gonyou, Chief Administrative Officer)

Schedule G – Form of Compliance Declaration Cont'd.

Appendix 1 - Exceptions

[Please identify each obligation under the MSAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.]



REPORT TO COUNTY COUNCIL

FROM: Brian Masschaele, Director of Community and Cultural Services

DATE: June 16, 2020

SUBJECT: Temporary Suspension of E-Green Recycling Program at Library Branches

RECOMMENDATIONS:

THAT the report titled “Temporary Suspension of E-Green Recycling Program at Library Branches” from the Director of Community and Cultural Services dated June 16, 2020 be received and filed, and;

THAT the Townships of Malahide and Southwold, and the Municipalities of Central Elgin, Dutton Dunwich and West Elgin be notified of the temporary suspension of service.

INTRODUCTION:

Staff have received notice from Green eRecycling, the service that supports Elgin County Library’s e-waste partnership with the STEAM Centre in St. Thomas, that the service is being temporarily suspended until fall 2020.

DISCUSSION:

In 2017, County Council approved a partnership between Elgin County Library, the STEAM Centre based in St. Thomas and Green eRecycling to install e-waste bins at library branches subject to approval of local municipal partners. Green eRecycling provides the bins free of charge and empties them as needed. The STEAM Centre based in St. Thomas has an opportunity to re-purpose any equipment received and also receives a portion of any revenue derived through the recycling market which then goes towards supporting programs at the centre. These bins were subsequently installed at the following library branches after receiving approval from the County’s local municipal partners who own the library’s facilities: Springfield, Belmont, Shedden, Dutton and West Lorne. The partnership has worked very well to date, with impact and usage statistics reported at least annually to County Council by the Manager of Library Programming and Community Development.

Green eRecycling has recently notified staff that they need to suspend the program to at least the end of August due to staffing shortages. The service will pick up the existing bins and clean up any debris adjacent. It is hoped that the service will resume as soon as September. Staff will keep County Council and local municipal partners informed

about when the service will resume. Notices to the public and impacted municipalities will be issued.

CONCLUSION:

In the interim, those wanting to donate electronic waste to the program can drop off items at the STEAM Education Centre located at 745 Talbot Street in St. Thomas.

All of which is Respectfully Submitted

Approved for Submission

Brian Masschaele
Director of Community and Cultural Services

Julie Gonyou
Chief Administrative Officer

FROM: Amy Thomson, Director of Human Resources

DATE: June 23, 2020

SUBJECT: HR Policy: 2.160 Telework

RECOMMENDATION:

THAT Council approve the new HR Policy #2.160 'Telework' and the associated Telework Agreement and training requirements.

INTRODUCTION:

At the outset of the COVID-19 pandemic, when many staff were reassigned to work remotely on short notice in respect of social distancing measures, the management team quickly implemented 'Emergency/Temporary Telework Guidelines' and an Agreement for all staff who were redeployed to work remotely. The Guidelines covered the basics required for a productive and safe telework setting, including eligibility, approval and termination process, productivity and office equipment expectations, health and safety, and information security.

This report and the attached Policy and Agreement are to formalize the requirements of a safe and productive telework arrangement, as the global pandemic continues and so that we have in place for future use if necessary.

DISCUSSION:

In order to create the attached policy, research was conducted in the form of reviewing a number of comparator policies, studying related legal documentation, participation in webinars, and revising with the management team to ensure all requirements were covered. Of high concern was the health and safety of individuals working in remote workplaces as well as corporate liability. In order to address the area of health and safety, research was conducted, resources were gathered from sources such as Public Service Health & Safety Association (PSHSA), Hicks Morley, Stringer LLP and the Workplace Safety and Insurance Board (WSIB). From this research, the Human Resources team has further developed the policy, agreement, and required training in order to cover these critical areas. Office Ergonomics training was developed and a Home Office inspection form was created and will be mandatory for all staff working from a remote location.

CONCLUSION:

The new Telework policy and Agreement form is attached for Council review and approval.

All of which is Respectfully Submitted

Approved for Submission

Amy Thomson
Director of Human Resources

Julie Gonyou
Chief Administrative Officer

Subject:	Telework Policy (<i>'Work from Home' / 'Remote Work'</i>)
Policy Number:	2.160
Date Approved:	June 23, 2020
Date Last Revision:	June 23, 2020
Code:	A
Section:	02 – Standards and Regulations

Purpose

In order to support continuity of operations, the County of Elgin endorses teleworking as an option for qualified employees whose duties can be performed from an alternative workplace. During an emergency or other disruption, it may be advantageous to provide alternate workplace options in order to reduce our organization's demand on the County's transportation network, reduce demand on the physical workplace(s) and/or protect the health and safety of County staff.

Policy

Successful teleworking requires accountability for work production and maintenance of ongoing communication. Teleworking must have measurable performance standards for the County to gauge the success of a teleworking arrangement. Eligible positions for teleworking are identified by the department Director/Manager and are subject to CAO approval.

Eligibility and Telework Requirements

The ability to telework is not suited to all positions. Positions whose job requirements include field work, direct customer service, on-site processing (when workplace equipment and fixed assets are required) or other duties that cannot be performed productively away from the regular workplace will not be approved to participate in a telework arrangement.

Teleworking can only be done on an ad hoc basis. is not intended for long-term, full time use.

To qualify for Telework the following considerations will apply:

- Organizational and operational requirements will supersede all requests
- The Position is designated as eligible by department Director/Manager
- The Employee must sign and abide by the County's Telework Agreement
- Requests will be considered on a case-by-case basis

- Supervisor has the time and ability to invest to ensure a successful teleworking arrangement i.e. workflow issues, impact on co-workers and customer service
- Employee prior performance and work habits
- Standard and predictable working hours are required to be maintained

Job Performance Standards

The job performance standards for employees working at remote work places shall be equivalent to the standards used when the employees are working at their regular site. Regular performance management processes should be followed for substandard performance arising during telework.

Director's/Manager's must review functions within their area of responsibility and, if necessary, designate some tasks that may not be done at remote work places for security reasons. Otherwise, job descriptions must not be altered as a result of telework arrangements; the nature and function of all affected positions must remain intact.

Corporate policies for all employees apply in both the regular office and the remote work place.

Work Schedules and Hours

All telework schedules require Director/Manager approval. An alternate work schedule may be approved for an individual teleworker as long as the work schedule is consistent with organizational needs and the service requirements of the department. Alternate arrangements must be written into the Telework Agreement.

It is expected that a Telework Employee will continue to work the same number of hours in the remote work place as they are normally scheduled for at the regular site. Hours of Work - Alternative Work Arrangement Policy #2.10 provisions do not apply to Telework.

Overtime must be authorized in advance by the Director.

There can be no increase in labour costs or significant operational costs to the department or County as a result of the telework arrangement.

Procedures

Approval, Renewal & Termination Process

Directors/Managers should discuss with eligible employees that, in a time of emergency or another workplace disruption, they are willing to participate in a telework arrangement. Both the employee's supervisor and Director must approve the telework arrangement. CAO approval is required for all positions prior to allowing staff to deploy to a remote workplace.

In cases of a prolonged disruption of the regular office workplace, the Telework Agreement should be discussed and renewed at least every 8 weeks to ensure that continuation of the telework agreement is meeting the goals and requirements set forth.

A Telework Agreement may be terminated by one of the following:

-
- Resumption of the original regular office workplace or the establishment of a new regular office workplace following the cessation of the disruption or emergency.
 - The employee may discontinue participation in the telework arrangement at any time, for any reason upon written or verbal notice to their supervisor.
 - The CAO or Director may cancel the telework agreement without notice, although management will endeavor to provide reasonable notice and explanation when possible.

Equipment, Furniture & Working Supplies

The employee is responsible for all costs associated with the remote workspace, such as furniture, utilities, insurance, and internet connectivity. Employees will be permitted to use their County owned computer and phone, where possible, at the remote work place.

Responsibilities

Occupational Health & Safety

Workplace health and safety is just as important for teleworking employees as it is for those working in a traditional worksite. Regardless of the work location of their employees, the responsibilities of supervisors and managers regarding health and safety remain. It is crucial that both employees and their immediate supervisors consider all health and safety implications of the remote work arrangement.

A teleworking employee will be covered by the Workplace Safety and Insurance Board (WSIB) for work-related injuries occurring at the remote work place during the teleworker's defined work period and that occur during the fulfillment of work tasks. WSIB will not apply to non-work-related injuries or injuries that occur outside of the defined work period. WSIB reporting requirements are the same for telework arrangements as per usual processes.

If a work-related injury occurs while teleworking, the employee must notify the supervisor(s) and/or Human Resources immediately and complete all necessary documents regarding the injury.

Prior to commencing, or as soon afterwards as is practical given the nature of the emergency and/or disruption creating the need for a telework arrangement, employees must complete 'Office Ergonomics Training' and a 'Health and Safety Office Inspection Checklist'. Employees must have appropriate workspace available in order to work productively and safely throughout their scheduled shifts. A suitable remote office is safe, quiet, well equipped with all tools required and ergonomically sound.

Safeguarding Intellectual Property Rights

An employee's work product of any type that is created or produced, in whole or in part, at the remote work location shall belong to the County of Elgin to the same extent as if the work had been created or produced at the regular work location.

Transporting of files and documents must be done in compliance with the Personal Health Information Protection Act (PHIPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Information Security

Consultation with Information Technology is required to ensure that technology requirements can be met, or can be met within a reasonable cost.

Security of confidential information and irreplaceable documents is of primary concern and importance to the County of Elgin. Teleworkers, like all County employees, are expected to adhere to all applicable laws, rules, regulations, policies and procedures regarding information security.

Resources / Requirements

Telework Agreement

Office Ergonomics Training

Accident / Injury Reporting Training

Health and Safety Office Inspection Checklist



County of Elgin Human Resources Policy Manual

Telework Agreement

Purpose: The Telework Agreement is to be completed jointly by the employee and the direct supervisor. The Agreement addresses specifics of the proposed teleworking arrangement between an employee, supervisor and director. Agreement must be signed by the employee, supervisor and director.

Teleworker Name

Title

1. I have read the County of Elgin’s Telework Policy (HR Policy 2.160) and my supervisor and director agree that I have met all eligibility criteria and requirements.
2. I agree to abide by all of the requirements within the Policy and as set out by my direct supervisor.
3. I agree to communicate with my Supervisor about progress on assignments worked on in the alternative work place.
4. I agree to communicate with my Supervisor and co-workers about any problems that I may experience while teleworking.
5. I agree to structure my time to allow schedule flexibility and to ensure my attendance at required meetings and County events as designated by my Supervisor.
6. I agree to communicate any schedule changes to my Supervisor, co-workers, and others as needed.
7. I understand and accept the special responsibility I have as a teleworker to facilitate communication with my customers and co-workers. I further agree to make a special effort to stay current on departmental events that may affect my work that occur on my teleworking days.
8. I understand that my Supervisor may suspend my teleworking agreement at any time pending a review based on the participation guidelines. Further, I understand that the teleworking agreement will conclude upon the resumption of normal operations of the regular work place.
9. I agree that I will not receive any additional compensation for partaking in the teleworking agreement. Any additional hours above and beyond my normally scheduled hours must be pre-approved by my supervisor.
10. I agree to return any County-owned equipment or supplies used for teleworking purposes immediately upon termination of the Agreement. I understand that I will be financially responsible for any equipment or supplies that, for any reason, do not get returned to the County of Elgin.
11. Other requirements as determined by the Director, Supervisor and/or employee:

12. Exceptions to the agreement as determined by the Director, Supervisor and/or employee:



County of Elgin Human Resources Policy Manual

To be completed if employee declines offer of emergency telework:

I, _____ (employee name) do not wish to, or am otherwise unable to participate in telework at this time. I choose to decline the offer of telework.

When telework is declined, the departmental director will determine whether you will attend your regular place of work or be temporarily held out of service.

Director, _____ (director name) to provide relevant details:

Employee Signature

Director Signature

Supervisor Signature

Date

FROM: Alan Smith, General Manager of Economic Development
Jim Bundschuh, Director of Financial Services

DATE June 15, 2020

SUBJECT: Canada's Rural & Remote Broadband Conference Series: A Summary

RECOMMENDATION:

THAT the June 15, 2020, report titled, "Canada's Rural & Remote Broadband Conference Series: A Summary," submitted by the Director of Finance and by the General Manager of Economic Development, be received and filed for information.

INTRODUCTION:

To develop greater insight into how to address Elgin County's connectivity issues, on June 8 and June 9, the County's Director of Financial Services, and the General Manager of Economic Development, attended Canada's Rural & Remote Broadband Conference Series (CRRBC). This virtual two-day event featured community, government, and industry stakeholders addressing the challenges of rural broadband. This report provides a summary of conference highlights.

DISCUSSION:

In 2016, the Canadian Television and Telecommunications Commission (CRTC) designated broadband as an essential telecommunications service to be available to all Canadians and established minimum speeds and optional unlimited data caps. To move forward in meeting this objective, during the Conference, Rural Economic Development Minister Maryam Monsef indicated that the government will be opening its Universal Broadband Fund to applications in the very near future. The Federal government had to reconsider its timelines due to the COVID-19 pandemic; and, has added greater urgency towards getting rural Canadians connected to high-speed internet.

The Universal Broadband Fund will support broadband projects across the country and is designed to meet the unique needs of rural and remote communities. The \$6 billion fund is meant to help the government meet its target of connecting 100 percent of Canadians to 50Mbps download and 10Mbps upload speeds by 2030. Minister Monsef, like other speakers throughout the conference, mentioned that the hexagon model for mapping served and underserved areas is no longer being used. The Minister also stressed that broadband is an essential service which need has been heightened due to the pandemic.

A good deal of the conference speakers spoke to the challenges of providing rural internet and the various approaches or models to providing such an essential service to rural communities. The main options discussed included:

1. Maintain status quo
2. Partner with Internet Service Providers (ISPs)
 - Augment Market Demand Incentives
 - Establish a Public-Private-Partnership (PPP)
3. Enhance Engineering and Construction Guidelines
4. Establish a Network Utility
 - Backhaul Infrastructure (Rural)
 - Connectivity Infrastructure (Communities)
 - Wireless Access Infrastructure (Communities)
 - Dark-Fibre-to-the-Premise (FTTP)
 - Lit Fibre-to-the-Premise
5. Become a Retail Services Provider

Appendix one of this report contains more details on the above options that communities, like Elgin County, could consider undertaking. It should be noted that many of the panellists seemed to be favouring local government establishing their own fibre or hybrid fibre/wireless networks and making them available on an open-access, utility basis to all service providers. The current situation with broadband would be comparable to Ford and GM each building their own roads 100 years ago. If that had happened, then only Ford cars could drive on Ford roads. The public has been better served by the road network being public owned, allowing all makes of cars to travel on it. Likewise, presenters argued that a publicly owned broadband network that all ISPs could access means that ISPs will not have to build broadband backbone alongside another ISPs backbone. By avoiding this wasted duplication and enabling smaller ISPs to compete in the market, the result will be better service at lower costs.

Panelists also discussed the advantages of fibre versus wireless. Although the upfront costs of fibre are greater, they pointed out that the life span of fibre will be 50 plus years. Wireless is out of date in about 5 years. Capital is the constraining factor that prevents ISPs from laying fibre at a faster rate. However, with the low-cost capital available to municipalities, the higher initial investment required with fibre would not be a constraint provided there is room in the municipalities Annual Repayment Limit (ARL).

In the case of Elgin, the ARL is not a constraining factor. Currently, the County has no debt but will be assuming \$35 million in debt over the next three years to finance the Terrace Lodge Redevelopment and the enhanced investment in Roads capital Council approved with the 2020 budget deliberations. This new debt amortized over 10 years will only consume about one-third of Elgin's ARL. SWIFT has identified 1850 km of underserved areas in Elgin. It plans to address 22% of that shortfall, leaving approximately 1400 km requiring service improvements. The panelist stated that the cost of fibre averages \$30,000/km (compared to a road costing \$500,000/km) meaning an investment of \$40 – 50 million would be required to service all of Elgin with fibre. If

this was financed with a 30-year loan, associated loan payments would \$2 million annually. A portion of this loan cost could be recovered by selling capacity to ISPs. The panelists implied that up to half of the investment cost could be recovered from the ISPs. The previously mentioned Universal Broadband Fund could reduce Elgin's costs even further. Using a conservative 20% recovery/20% UBF, the net annual cost would be \$1.2 million, or an incremental 0.3% levy increase in each of the next ten years. Although it is difficult to quantify, the increase in economic growth in Elgin as a result of having a connected community could in the long-term offset the impact of this suggested tax increase. Obviously, these figures are examples only and would require serious in-depth investigation to validate.

CONCLUSION:

Attending Canada's Rural & Remote Broadband Conference provided insight into some of the challenges in addressing the rural digital divide, funding options for municipalities, and various deployment options that a government body could consider when looking to provide all residents access to affordable and reliable high-speed internet.

All of which is Respectfully Submitted

Approved for Submission

Jim Bundschuh
Director of Financial Services

Julie Gonyou
Chief Administrative Officer

Alan Smith
General Manager of Economic Development

1) <https://crtc.gc.ca/eng/internet/internet.htm>

Strategic Options

Though this document is written from the perspective of a County, it is just as applicable to MD's, special areas, improvement districts, cities, towns, villages, summer villages, First Nation communities, Inuit, and Métis settlements.

: Planning, Policy | : Engineering | : Deployment | \$-\$\$\$\$: Cost | -: Benefit

Option 1 – Status Quo

The first option is to carry on with business as usual, i.e.: to leave Internet services to traditional incumbent wireline and wireless providers with no County involvement. Arguments for and against this approach are summarized in Table 1.

Table 1. Option 1 – Status Quo Approach

<i>Status Quo</i>
Examples: All communities which have decided to leave broadband issues in the hands of the private sector.
Pro's: No municipal money used and no project execution or operational risk. No perception of government competing in private industry.
Con's: Incumbent services focus on areas which make business sense. Service pricing depends on what can be competitively monetized versus enabling cost-based services that emphasize inclusion, affordability, and economic development. Little to no control over the infrastructure or service levels, either to meet municipal requirements or those of residents and businesses. Internet speeds and reliability are business as usual.
Risks: Internet service levels may lag residential and business requirements, potentially leading to declines in population, business activity, and County revenue. Given the pace of advancing technology, the projected impact of digital technologies on quality of life, entrepreneurship, and business growth, any mismatch between residential and commercial requirements and the availability of Internet services throughout the County may negatively impact economic development. If service availability is not uniform, some County districts may end up on the wrong side of the digital divide.
Risk Management: Turn County direction to other economic development initiatives.

Option 2 – Enhance Engineering and Construction Guidelines

  | \$ | 

With a modest level of effort, a County could augment its policy and engineering standards to promote the development of enhanced broadband network capabilities in new developments or greenfield situations and to leverage any planned linear infrastructure deployments or refurbishment programs. Requirements on municipal access agreements and permitting might also be updated and increased to ensure all telecommunication infrastructure adheres to consistent engineering design guidelines. These would be in place to protect against interim builds that do not meet County requirements and prevent situations where the County may need to address issues or account for lower quality infrastructure. These guidelines should be structured to support County participation in any of the options to follow. See Table 2.

Table 2. Option 2 – Engineering Design Approach

Provide Engineering Design
<p>Examples: City of Calgary, Town of Olds.</p>
<p>Pro’s: No County money used for infrastructure build.</p> <p>No perception of government competing in private industry.</p> <p>Protects long-term County interest in developing reliable Internet infrastructure by protect-ing right-of-way access from lower quality telecommunication builds. If at a future date, the municipality decides to build and/or operate a community broadband network, this would enable augmenting existing infrastructure with future infrastructure builds.</p>
<p>Con’s: As this only impacts new infrastructure, if growth is slow or negative, the impact will be minimal.</p> <p>This approach does not address the current issues with inadequate Internet infrastructure or support.</p> <p>Internet speeds and reliability are business as usual.</p> <p>Little to no control over the infrastructure or service levels, either to meet municipal requirements or those of residents and businesses.</p>
<p>Risks: Internet service levels may lag residential and business requirements, potentially leading to declines in population, business activity, and County revenue.</p> <p>Given the pace of advancing technology, the projected impact of digital technologies on quality of life, entrepreneurship, and business growth, any mismatch between residential and commercial requirements and the availability of Internet services throughout the County may negatively impact economic development.</p> <p>If service availability is not uniform, some County districts may end up on the wrong side of the digital divide.</p>
<p>Risk Management: Turn County direction to other economic development initiatives.</p>

Option 3 – Partner with Internet Service Providers (ISPs)

(a) Augment Market Demand Incentives



Leverage the County’s telecom, cable and Internet service providers to support their own builds in compliance with the Engineering Design guidelines. Offer municipal ‘grant’ dollars to encourage them to deploy their networks and services into areas the County prioritizes. Arguments for and against this approach are summarized in Table 3.

Table 3. Option 3(a) – Augment Market Demand Incentives with Municipal Funding Programs

Augment Market Demand Incentives with Municipal Funding Programs
<p>Examples: A popular approach. In years past, this was the model upon which Wildrose operated and deployed towers in a number of counties. In the Regional Municipality of Wood Buffalo area, this approach was used to improve services in the Gregoire Lake Estates area. More recently, negotiations with private suppliers to improve services in select areas often result in a request for a cash infusion to make the providers’ effort in particular areas worth their while. Surprisingly, in return for the funding, some providers are reluctant to provide much of a commitment other than – <i>we’ll do what we can.</i></p>

<p>Pro's: The government is not competing with private industry.</p> <p>Protects long-term municipal interest in developing reliable Internet infrastructure by protecting right-of-way access from lower quality telecom infrastructure builds. If at a future date the County decides to build and/or operate a community broadband system this would enable augmenting existing infrastructure with future infrastructure builds.</p> <p>Provides incentive to ISPs to build more infrastructure in priority areas.</p>
<p>Con's: Perception that the County is either picking a winner or subsidizing a local favourite.</p> <p>Given the high capital costs associated with infrastructure deployment, the cash infusions/grants/ subsidies may be significant. In spite of this:</p> <ul style="list-style-type: none"> • All ownership and infrastructure control vests with the private providers. • No municipal access of flexibility to meet larger connectivity requirements. • No direct return on the municipal investment. <p>Little to no control over the infrastructure or service levels, either to meet municipal requirements or those of residents and businesses.</p>
<p>Risks: While the one-time infusion may help put assets in place, area revenues may be insufficient to cover on-going operational and upgrade costs in some districts – as was the case with the Wildrose subsidies years ago. Over time, quality-of-service declines, and additional subsidies may be required.</p>
<p>Risk Management: Due diligence on the selected companies and their operations.</p> <p>Careful evaluation of the network's scalability requirements and operational costs.</p> <p>Longer term agreement with coverage, deployment timeframes, scalability requirements, service levels, and operational requirements built-in.</p>

(b) Establish a Public-Private-Partnership (PPP)

 | \$ – \$\$\$ | 

Public-private-partnerships provide a way to leverage the funding strength of the County with the operational and, perhaps, deployment expertise of private enterprise. In this way, the County could seek to leverage suitable private providers – ISPs, telecom incumbents, utility companies – to support builds in priority areas in compliance with the Engineering Design guidelines. A PPP could be structured to support County participation in any of the options to follow. Summary arguments for this approach appear in Table 4.

Table 4. Option 3(b) – Establish a Public-Private-Partnership

Establish a Public Private Partnership
<p>Examples: While an increasingly popular approach in rural areas of the US, the PPP model for broadband has not yet been undertaken in Alberta, likely due to the time and legal expenses involved.</p>
<p>Pros: Would enable the County to leverage and balance the funding strength of the County with the operational and, perhaps, deployment expertise of private enterprise.</p> <p>A utility-based private partner such as AltaInk may be able to leverage their utility assets to significantly reduce the costs of infrastructure deployment.</p> <ul style="list-style-type: none"> • In the case of power transmission and distribution companies, it could provide access to significant infrastructure such as the optical groundwires atop high voltage transmission towers and low voltage phase conductors on distribution lines and thereby significantly reduce deployment expenses.

<ul style="list-style-type: none"> • With gas and water co-operatives, it could enable access to rights-of-way and novel deployment techniques. <p>Utility providers may have significant capital to invest and only require longer term, bond-type returns, in return.</p> <p>Could provide a way in which the County could achieve an open-access vision, retain some control over the infrastructure, and share both the risk and returns of the investment.</p>
<p>Cons: Depending on the scope and structure of the PPP, perception that the County is either picking a winner or subsidizing a local favourite.</p> <p>Depending on the infrastructure to be leveraged, County design guidelines may not be applicable.</p> <p>Private providers' requirements may not be acceptable to the County and they may only be interested in serving certain areas of the County.</p> <p>PPP's can be complex and, due to legal requirements, can be expensive to establish.</p>
<p>Risks: Management may change and, with that, their return or control requirements.</p>
<p>Risk Management: Due-diligence on the selected companies and their operations.</p> <p>Careful evaluation of the network's scalability requirements and operational costs.</p> <p>Longer term agreement with coverage, deployment timeframes, scalability requirements, service levels, and operational requirements built-in.</p>

Option 4 – Establish a Network Utility

Context

Of the options available, that to establish fibre or hybrid fibre/wireless networks in the areas of interest and make them available on an open-access, utility basis to all service providers has considerable merit. The rationale for this approach is five-fold:

- 1. Survival of rural communities:** According to Broadband Communities Magazine, a quarter to a half of the population declines in rural areas of the US is attributable to poor or no broadband access.¹ Assuming similar results for Canada, capable broadband services are critical to the survival of our rural communities.
- 2. Capital efficiency:** Deploying one network is two to three times more capital efficient than multiple private enterprises each deploying their own. With this efficiency, more capable networks can be deployed more deeply in to rural areas.
- 3. Connectivity infrastructure:** As an increasingly critical asset, a network utility could provision the core infrastructure required to enable much higher speed, Internet services and improve local access to global assets, global access to local assets, increased business efficiency, and disruptive entrepreneurship. Perhaps more importantly, it will provide the base connectivity infrastructure needed to support advanced wireless access services such as those promised by 5G and as outlined under Option 4(b) and the Internet-of-things.
- 4. Services-based competition:** With the network off the table, service providers both big and small can compete in the services space on the basis of innovative services and customer support as opposed to being locked out by traditional incumbents focused on maintaining their client-base via monopoly control of the connectivity infrastructure.²
- 5. Social mandate issues:** Municipal or public control of this infrastructure enables communities to address social mandate issues such as access to, and affordability of, these services, as well as to provide wholesale network services on a cost recovery basis versus a private sector focus on monetization and meeting the

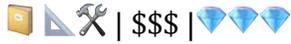
¹ Ross, Steven R.: Update: Rural Population Loss Still Tied to Poor Broadband; Broadband Communities Magazine; 2018-08/09

² While the CRTC is developing regulation to enable third-party access to the access components of these assets, this approach is less than ideal. Issues include service limitations, cost structure, visibility into operational support systems, and response times.

quarterly return requirements of distant shareholders – thus ensuring the most bandwidth for the least cost versus the least bandwidth for the most cost.

To establish a regional utility network, the County could deploy, on either a dark or lit basis, a backhaul network, as can be justified, in rural areas and middle-mile connectivity and/or access networks in more urban settings and make them available on a wholesale, open-access basis to telecom, cable, fixed wireless, and mobility service providers.

(a) Backhaul Infrastructure (Rural)



As an increasingly critical asset, the County could consider establishing a county-wide backhaul network that would:

- establish points-of-presence (POPs) in hamlets and rural subdivisions and thereby enable fibre to be further deployed into any areas requiring it
- provide connections to ISP fixed wireless access (FWA) towers that are in need of additional backhaul capacity and thereby enable improved services provided off the tower
- provide connections to larger rural commercial and industrial facilities
- provide connection to rural County facilities – from community halls, fire stations, and other facilities
- provide a jumping off point to run fibre deeper into rural areas

Summary arguments for this approach appear in Table 5.

Table 5. Option 4(a) – A Backhaul Build

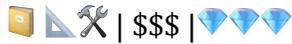
<i>Backhaul Build</i>
<p>Examples: This approach has been evaluated in detail for the City of Calgary, the Counties of Clearwater, Cypress, Forty-mile, Newell, Red Deer, Strathcona, the County of Acadia, and Special Areas 2, 3, and 4, among others. Red Deer County recently awarded an RFP to deploy a backhaul network</p>
<p>Pro's: Enables support for smart County infrastructure and services as well as improved wireless and Internet speeds in the targeted areas throughout the County.</p> <p>In lieu of a direct subsidy, this may help to promote competition amongst ISPs.</p> <p>No perception of government competing in private industry.</p>
<p>Con's: While an enabler that private enterprise can use to improve Internet service levels, they may not do so.</p> <p>As backhaul infrastructure will not initially run everywhere, there may be the perception that the municipality is favouring some ISPs, commercial complexes, and communities over others.</p> <p>As an infrastructure play, such deployments can be expensive with little in the way of a business case.</p>
<p>Risks: Internet service levels may lag residential and business requirements, potentially leading to declines in population, business activity, and County revenue.</p> <p>Given the pace of advancing technology, the projected impact of digital technologies on quality of life, entrepreneurship, and business growth, any mismatch between residential and commercial requirements and the availability of Internet services throughout the County may negatively impact economic development.</p> <p>If service availability is not uniform, some County districts may end up on the wrong side of the digital divide.</p>
<p>Risks: Internet service levels may lag residential and business requirements, potentially leading to declines in population, business activity, and County revenue.</p> <p>Given the pace of advancing technology, the projected impact of digital technologies on quality of life,</p>

entrepreneurship, and business growth, any mismatch between residential and commercial requirements and the availability of Internet services throughout the County may negatively impact economic development.

If service availability is not uniform, some County districts may end up on the wrong side of the digital divide.

Due to interdependencies between the opto-electronics and distance, this option is best done on a lit basis. Note that if the County does not control the opto-electronics, they will not be in control of the network.

(b) Connectivity Infrastructure (Communities)



Though an end-to-end buried fibre network is the gold standard in terms of long-term scalability, it is initially expensive to deploy and does not address the growing need for high data-rate, untethered communication. To address both issues, in smaller communities and more urban settings, the County could consider a converged network strategy in which the initial fibre deployment is limited to supporting wireless access connections and connections to larger business and enterprise clients that require it. Wireless options, whether provided by third party ISPs or as part of the County build, offer a way to improve services more quickly and with significantly reduced upfront capital. With proper design, the option to then move to a fibre-to-the-premise (FTTP) solution, either where needed or on a staged basis, as capital becomes available, does not need to be compromised.

To better enable this approach and the options it makes available, it's best to divide the network utility strategy into its connectivity and access components and then consider each separately.

A connectivity network in a community provides middle-mile connections between a central hub (office) and access distribution points, critical infrastructure, wireless access points (APs), and Internet of things (IoT) devices. The network could be provided on either a dark or lit basis and could be provisioned as the first phase of a potential FTTP deployment, but configured so that the feeder portion would support a comprehensive set of APs – which would be used to provide last mile access to residential and business premises at much less cost. In the converged network illustrated in Figure 1, initially only the fibre-to-the-tower (FTTT) or antenna portion of the connectivity network would be deployed.

As bandwidth demands increase, the connectivity network would be extended, where needed, into an FTTP network. Likely the fibre would be extended to the business and industrial communities first (shown by the Ethernet connections), and to the residential areas down the road (the FTTP portion). This is currently the approach being taken by the Town of Vermilion – except that for the initial pilot, point-to-point (PTP) wireless links are being used to connect the APs in lieu of fibre. The pilot is focused on Vermilion's industrial area and,

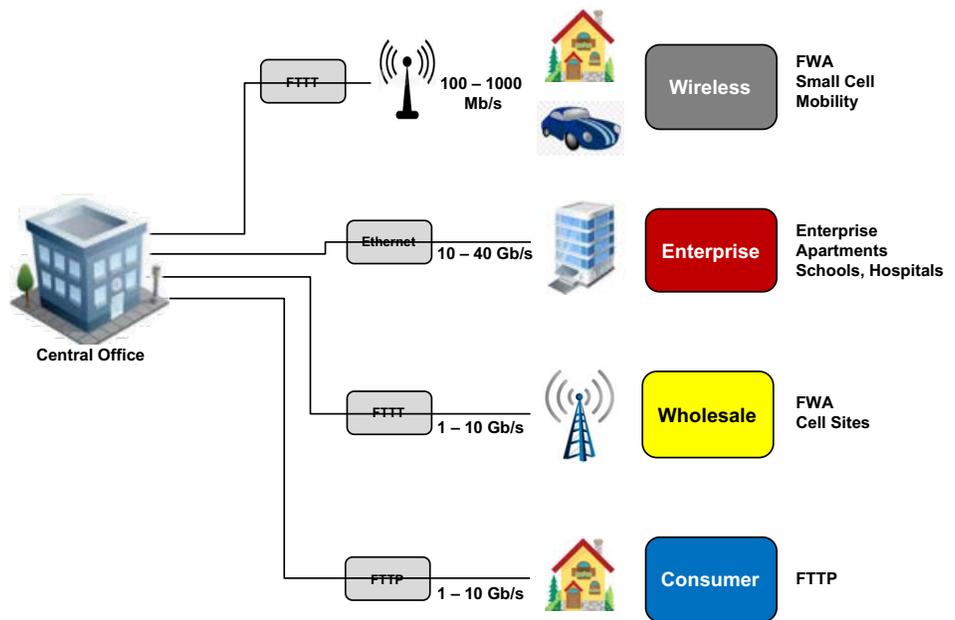


Figure 1. Converged hybrid fibre-wireless networks.

due to complications from the Covid-19 pandemic, will not go live until June, 2020. If successful, the wireless PTP links will be replaced by fibre and then used to support five additional APs

that will cover their north-east industrial area and college campus. The process will then continue until services (and fibre) are available throughout the town.

The importance of connectivity infrastructure is outlined in Figure 2.



Figure 2. As critical infrastructure, fibre should be considered a utility.³

In summary, the connectivity option opens the door to a variety of hybrid fibre-wireless deployments that can hasten ubiquitous coverage at a reduced cost, while not limiting the ultimate scalability of the network to a full FTTP deployment.

Summary arguments for this approach appear in Table 6.

Table 6. Option 4(b) – A Connectivity Network Build

A Connectivity Network Build
<p>Examples: This approach is currently being developed in the Town of Vermilion and will likely be replicated in other member community members of the Vermilion River Regional Association.</p>
<p>Pro's: Enables support for smart community infrastructure and services as well as improved wireless and Internet speeds within each community.</p> <p>Provides support for a variety of wireless access options – FWA, wi-fi, 5G, small-cell – and operational models (e.g., the Connect Mobility IAAS option, for instance).</p> <p>Provides for both mobility and fixed services and provides support to 5G providers and IoT devices</p> <p>Reduces both the deployment time and the upfront capital required to deploy the network.</p> <p>In lieu of a direct subsidy, this may help to promote competition amongst ISPs.</p> <p>No perception of government competing in private industry.</p>
<p>Con's: While an enabler that private enterprise can use to improve Internet service levels, they may not do so.</p> <p>With fewer end-clients, pay-back periods may be lengthy.</p>
<p>Risks: Unless the community takes on the access piece as well, Internet service levels may lag residential and business requirements, potentially leading to declines in population, business activity, and County revenue.</p> <p>Given the pace of advancing technology, the projected impact of digital technologies on quality of life, entrepreneurship, and business growth, any mismatch between residential and commercial requirements and the availability of Internet services throughout the County may negatively impact economic development.</p> <p>If service availability is not uniform, some County districts may end up on the wrong side of the digital divide.</p>

³ Gold, H.; *From FTTX to Fiber Everywhere*; Fibre Broadband Association; Mountain Connect 2017.

Risk Management: Arrange for a wireless access provider or look at taking on the access piece as well.

Public campaign to present the decision to delay spending municipal dollars on a major infrastructure build in favour of support to smaller connectivity projects that will spur local economic development within the Internet services market.

(c) Wireless Access Infrastructure (Communities)



Access networks provide last-mile connections to residential and business premises and facilitate the provisioning of traditional, but much higher speed, Internet services to enable local access to global assets, global access to local assets, increased business efficiency, and disruptive entrepreneurship. Potential smart city (County) applications appear in Figure 3.



Figure 3. Smart cities need smart infrastructure.³

With a connectivity network in place, a community has a number of wireless technology options to consider:

- Traditional FWA
- Traditional Wi-Fi
- Small-cell Wireless

Operationally, the County could elect to deploy the access network itself or partner.

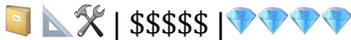
Summary arguments for the wireless access approach appear in Table 7.

Table 7. Option 4(c) – Wireless-to-the-Premise

Wireless to the Premise
<p>Examples: Using a traditional fixed wireless approach, a wireless-to-the-premise network is operational in the Town of Viking. A novel pilot wireless-to-the-premise deployment using with Connect is underway in the Town of Vermilion.</p>
<p>Pros: Enhances economic development through improved residential and small business attraction across the County.</p> <p>Helps prevent or eliminate downward trends in population and business activity.</p> <p>Scope and ubiquity can be more extensive than an FTTP approach due to reduced cost and faster deployment.</p>

<p>Solution can provide untethered access and can scale to provide Gb/s services.</p> <p>Robust support for IoT devices.</p> <p>Will complement future FTTP deployments.</p>
<p>Cons: Increased operational complexity and cost relative to an FTTP solution.</p> <p>Reliability and performance are impacted by terrain, foliage, and weather.</p> <p>Less secure than FTTP solutions – may not be suitable for some enterprise and other clients.</p> <p>Reduced ability to support local ISPs as open-access wholesale options are more limited. Fewer options for ISPs using the network to differentiate themselves.</p> <p>Spectrum availability and cost limits options for smaller communities.</p> <p>Not as scalable or future-proof as fibre.</p>
<p>Risks: Without access to licensed or semi-licensed spectrum, service levels and quality may not meet client expectations.</p>
<p>Risk Management: Position wireless-to-the-premise as part of a more complete longer-term strategy that, with fibre, will scale to meet all current and future client requirements.</p>

(d) Dark-Fibre-to-the-Premise (FTTP)



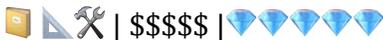
Within communities, deploy connectivity and distribution fibre and make it available on an open-access, wholesale basis to telecom, cable, and wireless service providers as well as enterprise clients. To utilize the fibre assets, interested providers would have to light (add opto-electronics to) the fibre. Once lit, service providers could provide symmetric Internet services at rates up to 40 Gb/s over the infrastructure. Mobility and fixed wireless providers could access the fibre to improve connections to their towers and leverage the capacity to improve cellular and fixed wireless services available off the towers. Larger enterprise clients may wish to use the dark-fibre to establish secure, very high-speed links between their facilities. Summary arguments for the dark fibre approach appear in Table 8.

Table 8. Option 4(d) – Dark Fibre-to-the-Premise

Dark Fibre to the Premise
<p>Examples: Large dark-fibre deployments are underway in Calgary and have been completed in Coquitlam, New Westminster, and Campbell River. On a smaller scale, the Olds Institute for Community and Regional Development (OICRD) established a dark-fibre network in Olds, Alberta.</p>
<p>Pros: Enhances economic development through improved residential and business attraction across the County.</p> <p>Helps prevent or eliminate downward trends in population and business activity.</p> <p>Scope and ubiquity is only limited by County priorities and financial capability.</p> <p>Solution is fully scalable to meet all future bandwidth requirements of both the County and the residential and business communities.</p> <p>Less perception of government competing in private industry as the infrastructure will support local ISPs as well as the traditional incumbent providers.</p> <p>Minimizes operational issues, complexity, and risk as no opto-electronics are involved.</p>

<p>Provides scale-efficiencies with respect to deployment and management of the dark-fibre assets.</p> <p>Provides attraction for local ISPs to invest in infrastructure – active network components.</p> <p>Enables ISPs to provide higher speed and more reliable Internet services to many users, including businesses.</p> <p>Maximizes the opportunities for ISPs to competitively differentiate themselves.</p> <p>Potential for colocation revenue in the fibre centres established to support the dark-fibre infrastructure.</p> <p>Optimizes the potential for incumbent providers to use the network, whether to improve their mobility offerings, or to support 5G deployments.</p> <p>County can access the infrastructure to meet all its internal connectivity requirements.</p> <p>Enables large enterprise clients to deploy very high-speed links between local facilities.</p>
<p>Cons: The large capital cost to the County.</p> <p>Many local ISPs are not set up to light and run fibre networks.</p> <p>Though small relative to the dark-fibre investment, the required opto-electronics investment may be significant to smaller ISPs.</p> <p>In rural areas, once one ISP has lit the fibre, there may not be sufficient incentive for other ISPs to come in – leaving the initial ISP with a de facto monopoly in the area.</p> <p>County control over service levels provided by the ISPs is limited.</p> <p>In larger centres, multiple providers implies multiple sets of active network electronics, resulting in capital inefficiency.</p> <p>The County will not be able to leverage the multi-wavelength potential of current FTTP opto-electronic systems.</p>
<p>Risks: Based on the substantial investment required by the ISPs, the County could be in a situation where a substantial amount of County dollars are spent and there are no actual ISP users.</p>
<p>Risk Management: Identify at least one ISP provider that is able to light the network and provide services prior commencing deployment.</p>

(e) Lit Fibre-to-the-Premise



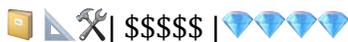
Within communities, deploy lit connectivity and distribution fibre and make it available on an open-access, wholesale basis to telecom, cable, and wireless service providers as well as enterprise clients. Once lit, service providers could provide symmetric Internet services at rates up to 40 Gb/s over the infrastructure. Mobility and fixed wireless providers could access the fibre to improve connections to their towers and leverage the capacity to improve cellular and fixed wireless services available off the towers. Larger enterprise clients may wish to use the dark-fibre to establish secure, very high-speed links between their facilities. Summary arguments for the lit fibre approach appear in Table 9.

Table 9. Option 4(e) – Lit Fibre-to-the-Premise

Lit Fibre to the Premise
<p>Examples: Lit, open-access, utility FTTP infrastructure is being actively pursued in the Counties of Clearwater and Big Lakes, the Towns of High Prairie, High River, and Vermilion, among others.</p>
<p>Pros: Enhances economic development through improved residential and business attraction across the County.</p>

<p>Scope and ubiquity is only limited by County priorities and financial capability.</p> <p>Solution is fully scalable to meet all future bandwidth requirements of the County and the residential and business communities.</p> <p>Less perception of government competing in private industry as the infrastructure will support local ISPs as well as the traditional incumbent providers.</p> <p>Provides the County with maximum control over the infrastructure and the services offered over it.</p> <p>Provides scale efficiencies with respect to deployment and management of the lit fibre assets.</p> <p>Minimizes the investment and risk required by ISPs interested in providing services.</p> <p>Enables ISPs to provide higher speed and more reliable Internet services to many users, including businesses.</p> <p>Maximizes competition in the services space, leading to innovation and enhanced opportunities for entrepreneurial development in the services space.</p> <p>County has full access to the infrastructure to meet all its current and future internal connectivity requirements.</p> <p>The County can fully leverage the multi-wavelength potential of current FTTH opto-electronic systems.</p> <p>Even with the lit model, dark-fibre services can be provided to those suppliers requiring it.</p>
<p>Cons: A larger capital cost than that required for the dark-fibre network. The perception that the County is entering a private industry marketplace.</p> <p>Minimizes the number of opportunities for the ISPs to competitively differentiate themselves.</p> <p>Increased cost and operational complexity, both due to the management of the opto-electronics and to meeting the operational needs of the ISPs using the network.</p>
<p>Risks: The network requires the ISPs to provide retail services to users. The County could be in a situation where a substantial amount of County dollars are spent and there are no actual users.</p>
<p>Risk Management: Identify at least one ISP provider that agrees to provide retail services prior to commencing deployment.</p>

Option 5 – Become a Retail Services Provider



Deploy both lit backhaul and access fibre throughout selected areas of the County as in Option 4 and then deploy a full-set of County-supported retail services (Internet, telephone, and television) to residents and businesses throughout the County. All network operations and retail services operations could be outsourced. Summary arguments for this approach appear in Table 10.

Table 10. Option 5 – Become a Retail Services Provider

Become a Retail Services Provider
<p>Examples: When the OICRD was unable to attract retail providers to supply services over its dark-fibre network, it established O-Net to both light and provide services over its network. An integrated fibre network and services solution was developed for the Town of Valleyview – but unfortunately interest waned once their CAO moved on.</p> <p>The Incumbents and wireless ISPs.</p>
<p>Pros: Full control over all aspects of network and service operations, including coverage, pricing, and quality.</p>

<p>Reduces operational complexity associated with multiple providers using one network and improves operational efficiency.</p> <p>Increased overall profitability and margins.</p> <p>All proceeds from the operation would accrue to the County.</p> <p>Obviates the risk of not being able to attract a service provider.</p>
<p>Cons: The large capital cost and increased operational complexity.</p> <p>The perception that the County is entering a private industry marketplace and directly competing in both the network and services space.</p> <p>All technical, deployment, market, and operational risk resides with the County.</p>
<p>Risks: Poor execution could lead to cost over-runs and an operational model which is not sustainable.</p>
<p>Risk Management: Management and operational complexity can be minimized by outsourcing network and service operations to an experienced provider.</p>

Acronyms

AP	(radio) access point
CRTC	Canadian Radio-television and Telecommunications Commission
FOTP	fibre-to-the-premise
FOTT	fibre-to-the-tower
FWA	fixed wireless access
Gb/s	gigabits (10 ⁹ bits) per second
IoT	Internet-of-things
ISP	Internet Service Provider
k	kilo, thousand (10 ³)
MD	Municipal District
POP	point-of-presence
PPP	Private-Public-Partnership
PTP	point-to-point



REPORT TO COUNTY COUNCIL

FROM: Jim Bundschuh – Director of Financial Services

DATE: June 17, 2020

SUBJECT: May 2020 Budget Performance

RECOMMENDATION:

THAT the report titled “May 2020 Budget Performance” dated June 17, 2020 be received and filed.

INTRODUCTION:

The budget comparison for the County shows unfavourable performance of \$21,000 for the month of May, primarily the result of an unbudgeted legal settlement, bringing year-to-date favourable performance to \$273,000.

DISCUSSION:

Corporate Services negative performance of \$66,000 is the result of an unbudgeted legal settlement. COVID funding of \$112,000 from the province for Homes operations has offset all but \$19,000 of incremental costs incurred within the Homes. Additionally, COVID costs charged to Corporate Activities resulted in a further \$12,000 of negative performance.

	May 2020 Month-To-Date		
	Budget MTD	Actual MTD	Perf MTD
⊕ 0) Corporate Activities	443,391	455,024	(11,633)
⊕ 1) Warden And Council	29,387	26,964	2,423
⊕ 2) Administrative Services	1) Warden And Council (Report Group)	63,801	(1,937)
⊕ 3) Financial Services	Row: 1) Warden And Council	50,965	(202)
⊕ 4) Human Resources	46,276	46,564	(287)
⊕ 5) Administrative Building	73,958	66,130	7,828
⊕ 6) Corporate Services	21,261	86,786	(65,525)
⊕ 7) Engineering Services	204,675	203,115	1,561
⊕ 8) Homes For Seniors Services	151,312	170,467	(19,155)
⊕ 9) Museum/Archives	25,300	18,886	6,414
⊕ 10) Library Services	165,650	113,164	52,486
⊕ 11) Information Technology	85,864	85,747	117
⊕ 12) Provincial Offences	(17,074)	(17,074)	0
⊕ 13) Ambulance & Emergency Services	238,794	236,646	2,149
⊕ 14) Economic Development & Tourism	120,133	115,033	5,100
Grand Total	1,701,554	1,722,217	(20,663)

The \$21,000 of unfavourable May performance brings the year-to-date performance to a favourable \$273,000. A significant portion of the favourable year-to-date performance results from COVID funding being received in advance of the associated costs incurred. As these costs will continue to be incurred in the coming months, the year-to-date performance will be reduced.

	May 2020 Year-To-Date		
	Budget YTD	Actual YTD	Perf YTD
⊕ 0) Corporate Activities	(7,379,962)	(7,360,946)	(19,016)
⊕ 1) Warden And Council	166,298	160,872	5,425
⊕ 2) Administrative Services/Ag/PSB	355,964	360,496	(4,532)
⊕ 3) Financial Services	252,596	257,685	(5,089)
⊕ 4) Human Resources	219,438	219,354	84
⊕ 5) Administrative Building	149,836	110,496	39,340
⊕ 6) Corporate Services	464,647	530,218	(65,570)
⊕ 7) Engineering Services	1,303,362	1,278,064	25,297
⊕ 8) Homes For Seniors Services	945,668	851,347	94,321
⊕ 9) Museum/Archives	179,820	163,044	16,776
⊕ 10) Library Services	951,400	829,749	121,651
⊕ 11) Information Technology	376,516	375,745	771
⊕ 12) Provincial Offenses	(195,312)	(194,562)	(750)
⊕ 13) Ambulance & Emergency Services	1,379,418	1,376,464	2,955
⊕ 14) Economic Development & Tourism	338,500	276,805	61,696
Grand Total	(491,812)	(765,170)	273,358

CONCLUSION:

Actions undertaken by Council have helped manage the impacts of COVID, positioning the County well to manage the ongoing Homes-related costs in the future months without drawing the County into negative financial performance. The next performance report will include a discussion on the COVID impacts on collection of the June County Levy, but initial indications from our LMPs is that the impact will be less than initially anticipated.

All of which is Respectfully Submitted

Approved for Submission

Jim Bundschuh
Director of Financial Services

Julie Gonyou
Chief Administrative Officer

FROM: Brian Lima, Director of Engineering Services

DATE: June 15, 2020

SUBJECT: Talbot Line and Currie Road Intersection Review

RECOMMENDATION:

THAT the report titled “Talbot Line and Currie Road Intersection Review” from the Director of Engineering Services dated June 15, 2020 be received and filed.

INTRODUCTION:

At the June 9, 2020 meeting, County Council directed staff as follows:

Resolved that Engineering Services document the cost of two options for the intersection of Currie Road and Talbot Line, the first option being the installation of traffic lights at the intersection and the second option being the creation of a four-way stop with a reduced speed limit and appropriate signage; and, that the Director of Engineering Services report the same with a recommended solution at the next Council meeting.

Staff has completed an updated review of the intersection and have detailed those findings as directed in this report.

DISCUSSION:

Background

Staff presented a report titled “Talbot Line and Currie Road Traffic Signal Warrant Analysis”, dated December 3, 2019 to County Council. That report detailed the findings of a field study and traffic signal warrant analysis that concluded insufficient traffic volumes exist to warrant the implementation of traffic signals as per the technical warrant guidelines of the Ontario Traffic Manual (OTM) – Book 12, Traffic Signals. The report also concluded that existing sight line conditions were obstructed from on street parking and that additional parking restrictions were necessary at the north west quadrant of the intersection in order to afford drivers adequate sight distance. As a result, Council amended the Parking By-Law accordingly to restrict parking for an additional 53 metres westerly. The no-parking signage conveying the by-law revision has not yet been installed at the time of authoring this report.

At their June 9, 2020 meeting, County Council directed staff to document the cost of installing traffic signals at the intersection and the cost of a four-way stop condition along with a reduced speed limit. Estimated costs for these two options are detailed below:

Intersection Signalization Estimate

• Supply and Install Traffic Signals	\$335,000
• Engineering and Inspection	<u>\$ 50,000</u>
Total	\$385,000 (plus HST)

(*Annual operating costs are approximately \$4,000)

Four-way Stop Control and Reduced Speed Estimate

• Supply and Install Stop and Stop Ahead signage (complete with 'NEW' temporary signage)	\$2,000
• Supply and Install Reduced Speed Zone signage	\$1,000
• Modify existing Red/Amber overhead flashing Beacon to a Red/Red overhead flashing beacon	\$1,500
• Supply and install paint markings	<u>\$ 500</u>
Total	\$5,000 (plus HST)

Staff has conducted an updated reevaluation of this intersection’s operation to provide Council with a recommended solution as directed. To support the review, traffic counters were installed on June 10, 2020. Vehicle speeds were recorded with an average speed of 64 km/h and an 85th percentile speed of 70km/h within the posted 60km/h zone. Police reported collisions were also reviewed for this intersection and no collisions were documented for the last 5 years (2016-2020 to date). A review of the newly collected data has confirmed the previous study’s findings that a signalized intersection is still not warranted.

A four-way stop condition was also assessed for this intersection and traffic volumes were also insufficient to warrant an all way stop. It should also be noted that the implementation of an unwarranted four-way stop would cause approximately 1,900 vehicles per day to stop unnecessarily on Talbot Line. The stopping and accelerating of these vehicles will also have a negative environmental impact and potentially increase noise levels for adjacent residents as vehicles decelerate and accelerate.

Based upon the traffic signal warrant analysis completed in 2019 and this most recent review of the intersection’s operation and characteristics, staff recommends maintaining the current two-way stop configuration.

In the spirit of cooperation, a policy exists to permit local municipalities to install Pedestrian Crossover facilities at their cost on County roads where they are not technically warranted. County Council may choose to extend this privilege for local municipalities to include intersection signalization, or implement a four-way stop condition on a trial basis whereby such solutions are otherwise not technically warranted.

CONCLUSION:

As directed by Council, staff has reviewed the intersection of Talbot Line and Currie Road and reviewed two options with associated costs. Staff has completed a traffic study and analysis following the guidelines of the Ontario Traffic Manual and found that the existing two-way stop configuration is appropriate for this intersection.

All of which is Respectfully Submitted

Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer



REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer
Warden Dave Mennill

DATE: June 14, 2020

SUBJECT: Western Ontario Wardens Caucus – SWIFT 2.0 Recommendations

RECOMMENDATIONS:

THAT the report entitled “Western Ontario Wardens Caucus – SWIFT 2.0 Recommendations” submitted by the Chief Administrative Officer and Warden Mennill, dated June 14, 2020 be received and filed; and

THAT consideration be given for the County of Elgin to sign the letters for the CRTC and ISED.

PURPOSE:

The purpose of this report is to present the details of the special meeting of the Western Ontario Wardens Caucus called on Thursday, June 4, 2020.

BACKGROUND:

At its meeting held on Thursday, June 4, 2020, the Western Ontario Wardens’ Caucus reviewed a set of recommendations for the future of the WOWC’s investments in high-speed fibre. David Mayberry, Chair, SWIFT Board of Directors and Barry Field, Executive Director, SWIFT provided an update on the current SWIFT program and presented recommendations on how SWIFT 2.0 should be structured and funded.

Accompanying this report is the presentation that was provided to the members of the WOWC. The attached minutes detail the meeting, including the six recommendations that were approved.

In addition to the decision to support SWIFT 2.0, the WOWC must have a plan to advocate for our region’s fair share of CRTC’s \$750M Broadband Fund. WOWC and our Member Counties and local municipalities should be advocating for 10% (or \$75M) of the funding as the region represents 10% of the population of Canada. WOWC must also advocate for the region’s fair share of Innovation, Science and Economic Development (ISED) \$1.7B Universal Broadband Fund. Applications are opening this year and WOWC should once again be advocating for 10% (or \$170M) for Southwestern Ontario based on population.

This advocacy is above and beyond any SWIFT 2.0 funding request, Southwestern Ontario was left out of the last round of Connect to Innovate (CTI) funding and this cannot happen again. In order to ensure that the region, fifteen Member Counties and local municipalities receive the fair share of funding, this advocacy will take the form of a letter writing campaign by the WOWC, Member Counties and local municipalities. Two

letters are attached to this report, one to the CEO of CRTC and the other to the Hon. Navdeep Bains, Minister of Innovation, Science and Industry.

CONCLUSION:

Increased funding from both the Province of Ontario and the Government of Canada is urgently needed to address our region's large connectivity gaps, so that we can close the digital divide and restart our economies. The Western Ontario Wardens' Caucus supports the funding of existing shovel ready, municipally led models that will connect our rural economies at an accelerated pace. We support SWIFT as Southwestern Ontario's funding mechanism to advance the expansion of critical broadband infrastructure across the region. The model works, it delivers results and can be immediately leveraged to upgrade networks and coverage in our region's underserved areas.

Families and business in our rural areas have been shut out of the economy and society as a result of the pandemic. COVID -19 has underscored the need in urgency to address gaps in broadband services across our region.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Attachments:

- Attachment 1: Draft Minutes – Western Ontario Wardens Caucus – June 4, 2020
- Attachment 2: SWIFT 2.0 Presentation – June 4, 2020
- Attachment 3: CRTC Letter
- Attachment 4: ISED Letter

	<p>SPECIAL MEETING MINUTES Thursday, June 4, 2020 1:00 p.m. to 3:00 p.m. Electronic Meeting via Zoom https://us02web.zoom.us/j/83550747460</p>
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ATTENDANCE:

Members: J. Ginn(Chair), D. Canniff, D. White, D. Mennill, P. McQueen, G. McNamara, G. Cornell, B. Weber, K. Chopp, K. Linton, J. Aitcheson.

Regrets: D. Bailey, L. Martin, M. Twolan, C. Burghardt-Jesson

CAOs/Staff: M. Wark (Secretary), D. Shropshire, S. Pritchard, K. Wingrove, B. Rayburn, S. Datars Bare, M. Aitken J. Gonyou, R. Maisonville, R. Van Horne, L. McCabe, S. Wilson, K. Burns, C. Gravlev

Regrets: M. Bradley, L. Wolfe, J. Burgess

Guests: D. Mayberry, B. Field

1:10 p.m. – meeting commenced

1. CALL TO ORDER, WELCOME AND INTRODUCTION OF GUESTS – WOWC
Chair Jim Ginn
2. APPROVAL OF THE AGENDA AND DECLARATIONS OF PECUNIARY INTEREST

Moved by G. McNamara, seconded by P. McQueen: “That the agenda be approved as presented.” - CARRIED

3. DELEGATIONS AND PRESENTATIONS

- a. Don Shropshire WOWC-SWIFT Liaison,
The purpose of this meeting is to present a recommendation for the future of the WOWC’s investments in high-speed fibre. David Mayberry, Chair, SWIFT Board of Directors and Barry Field, Executive Director, SWIFT will provide an update on the current SWIFT program and present recommendations on how SWIFT 2.0 should be structured and funded.

The attached PPT includes six recommendations that WOWC will be asked to endorse to provide direction for the future of the program.

Barry Field provided the detailed slide presentation provided with the agenda, then responded to questions, and discussion among the members took place with regard to:

- Pelee Island, 200 houses, rely on tourism, have struggled, 100 per cent funding makes sense, Internet is critical, many children need to leave the island to go to school.
- Makes sense to speak with a single voice, with SWIFT and the Western Wardens
- Have received letter from Minister Clark to Minister Bains and others with regard to extra funding – timing good – Western Wardens should support Minister Clark’s ask, funding needs to be expanded quickly.
- Letter of support from Chair Ginn in support of broadband dollars for southern Ontario
- Warden McNamara noted his desire to move the recommendation.

Moved by G. McNamara, seconded by D. White:

“That the SWIFT presentation from Don Shropshire WOWC-SWIFT Liaison, David Mayberry, SWIFT Board Chair and Barry Field, Chief Operating Officer, SWIFT Inc. be received as information; and

That the following recommendations contained therein be endorsed and pursued by the WOWC as follows:

Recommendation 1:

Moved by G. McNamara, seconded by D. White:

- **‘Target medium density outcomes through:**
 - **Upper limit on premises passed / km of fibre (allow municipal input to target more or less dense areas).**
 - **Increase maximum subsidy available (~83% in SWIFT 2.0 vs 67% in SWIFT 1.0). This relies on Federal contribution amount and ability of municipalities to contribute.**
 - **Majority of points based on km of fibre installed.’ - Carried**

Recommendation 2:

Moved by G. Cornell, seconded by D. Canniff:

- **'Seek immediate funding of \$44M to implement 'shovel ready' residual SWIFT 1.0 projects**
- **Seek funding in line with targeting a total project budget of \$500M with additional admin and overhead fees of \$10M***
 - **Federal Contribution (40%)* - \$200M**
 - **Provincial Contribution (33.3%) - \$167M**
 - **Municipal Contribution (min10%) - \$50M + \$10M admin/overhead**
 - **ISP Contribution (17%) - \$83M**
- **Seek \$63M dedicated funding to address all remaining first nations and isolated communities (Pelee Island)' – Carried)**

Recommendation 3:

Moved by K. Linton, seconded by G. McNamara:

- **'Municipalities contribute (collectively) a minimum of 10% of the overall project funding plus 100% of admin and overhead costs (see recommendation 4)**
- **If a municipality can't contribution their 'maximum' amount, the shortfall should be distributed amongst the rest**
- **Municipal contributions be split (contribution to project / contribution to admin and overheads)**
- **Contribution to admin and overheads should be weighted based on a split between pure overheads and functional overheads' – Carried**

Recommendation 4:

Moved by D. White, seconded by B. Weber:

- **'Administration costs be funded 100% by municipal contributions**
- **100% of federal/provincial funding goes to projects**
- **No federal/provincial angst over admin and overheads**
- **Any savings to overheads goes back to municipalities' – Carried)**

Recommendation 5:

Moved by P. McQueen, seconded by G. Cornell

- **'All WOWC municipalities participate**
- **Niagara, Caledon and Waterloo are invited to participate**
- **London and Windsor are not invited to participate. If the WOWC does want to consider, then they should only be invited if funding vehicle allows for funding of them (SWIFT 1.0 -> municipal contributions carried them)**
- **Haldimand and Muskoka are invited to participate**
- **Pelee Island invited to participate but separate/dedicated funding be sought for 100% of project (much like First Nations)' – Carried**

Recommendation 6:

Moved by J. Aitcheson, seconded by B. Weber:

- **'Where possible, let municipalities decide if they want to allow wireless proposals in their region.' - – Carried”**
- CARRIED**

David Mayberry offered thanks and expressed the need to keep pushing, and to have the proposal ready expeditiously – there is no time to wait. The SWIFT Board fully supports all of these recommendations. The Caucus has given the SWIFT Executive much to do, but there is also much work for the Caucus to do, and it is encouraged to reach out to SWIFT for assistance as may be required.

Warden White offered thanks to David Mayberry and Barry Field for their efforts and presentations today, and asked if this information could now be shared.

Barry Field – yes, but without SWIFT branding.

Don Shropshire – the faster the information can get out the better.

Warden McNamara – question as to when OMAFRA may release Phase 3, as some will be asking for more when have yet to receive first round. There is a need to be able to close the chapter on one to get to the next, if could give a nudge.

Warden Cornell –WOWC name could go on the presentation, and that is what is shared.

Warden McQueen – go to our lower-tiers first?

Chair Ginn – need two letters from WOWC, one in support of Minister Clark’s request, and a second to upper, lower and single tiers, with the recommendations passed. Press will pick up on the communications from their agendas.

Meighan Wark – can have a full package with template report, presentation, press release can all be prepared and ready by next week.

Moved by B. Weber, seconded by G. McNamara:

“That a communication of strong support for the request made by Minister Clark for additional broadband funding for south-western Ontario be issued from Chair Ginn on behalf of the Western Ontario Wardens’ Caucus.”

- CARRIED

Barry Field enquired if Warden Cornell and Mark Aitken would assist with communications with Muskoka; Mayor Chopp will assist with Haldimand; and Warden McNamara will assist with Pelee Island.

Letter of communication re 10 per cent. – Meighan Wark will liaise with Barry Field to prepare and issue.

Meighan Wark and Kate Burns will provide advocacy communication packages early next week.

4. CONFIRMATION OF NEXT MEETINGS

- a. WOWC CAOs – Monday June 8, 2020, 3:00 p.m., (Electronic - Zoom)
- b. WOWC Regular Meeting (Full Caucus) – Friday, June 12, 2020, 11:00 a.m., (Electronic - Zoom)

5. MOTION OF ADJOURNMENT

Moved by G. McNamara, seconded by P. McQueen: “That the meeting be adjourned.” - CARRIED

The meeting concluded at 2:47 p.m.

SWIFT 2.0 WOWC CAUCUS PRESENTATION

Video Conference

June 4, 2020



SWIFT 1.0 STATUS

- Phase 2
 - 11 Phase 2 projects awarded / work under way / projects to be completed by end of 2021
 - Additional SWIFT+ contract being negotiated with Brooketel in Lambton (complete end of 2022)
 - Surpassed KPIs (ISP Contribution/Premises Passed/KMs of Fibre) based on targets set in Business Case
- Phase 3
 - Remaining 17 RFPs issued in March
 - RFPs close between 29-May-20 and 04-Dec-20
 - Contract awards start in July / 90% complete by end of year / 100% in January
 - Provincial announcements have started
 - All projects need to complete construction by middle of 2023 (SCF funding requirement)
 - Requirement to secure \$27.5M gap financing being addressed via municipal guarantees

BROADBAND FUNDING OPTIONS?

Option	Description	Pros	Cons
1. Do Nothing	<ul style="list-style-type: none"> Once SWIFT 1.0 is complete, the WOWC drops rural broadband from its mandate 	<ul style="list-style-type: none"> Cost avoidance for municipalities (market will determine winners and losers in quality of connectivity) Might force upper levels to increase funding 	<ul style="list-style-type: none"> All WOWC municipalities will still have holes in their served areas post SWIFT 1.0 Increases digital divide between rural and urban areas
2. WOWC Members Pursue Funding on Their Own	<ul style="list-style-type: none"> WOWC municipalities work individually to get federal and provincial funding in their regions. Municipalities design and manage their own programs 	<ul style="list-style-type: none"> Higher level of control and direction by municipalities 	<ul style="list-style-type: none"> Feds/province may simply steer individual municipalities towards existing federal programs resulting in no additional funding for SWO Loss of technical expertise to design programs (from SWIFT) Loss of economies of scale for admin/overheads
3. WOWC Pursues Funding / Members Execute Projects	<ul style="list-style-type: none"> WOWC Pursues Funding Collectively and WOWC Members Manage Projects on Their Own 	<ul style="list-style-type: none"> Higher level of control and direction by municipalities Some municipalities feel they can achieve more individually than they can via SWIFT 	<ul style="list-style-type: none"> Feds/province may not be willing to issue 15 separate CAs Diminishes collective voice/economies for broadband in SWO – province/feds may see no collective benefit Loss of economies of scale for admin/overheads Loss of SWIFT staff/expertise <p>NOTE: SWIFT can't raise funds due to CA conflicts</p>

WHAT ARE THE OPTIONS?

Option	Description	Pros	Cons
4. SWIFT 2.0	<ul style="list-style-type: none"> WOWC pursues a strategy for funding and execution of projects under SWIFT 	<ul style="list-style-type: none"> More likely to get additional funding (above and beyond CRTC and UBF) as a collective Economies of scale for admin/overheads Retain centralized technical expertise SWIFT program has gained traction with the province as a desirable solution for SWO Continues to fulfill the WOWC mandate of improving broadband for our region through cooperative/collaborative action Success of SWIFT 1 will create potential openness for larger second round of funding SWIFT has the best background data (re service levels) of anyone due to our NDA with ISPs, therefore best view of current situation SWIFT has expertise available for un-bias evaluation, execution and oversight of projects 	<ul style="list-style-type: none"> Less ability to customize programs locally Municipal contribution to overheads required
5. Adopt EORN Model	<ul style="list-style-type: none"> Design a solution to a specific technical problem and have ISPs bid on that specific solution 	<ul style="list-style-type: none"> MOI may prefer, as it would align WOWC with EOWC more closely Might be simpler in one larger project with only larger ISPs able to bid (Bell, Rogers) May be able to utilize CIB loans 	<ul style="list-style-type: none"> WOWC would need to determine what specific goal they are addressing, might limit the variety of projects Participation limited to large ISPs Would need to design with needs/wants of larger ISPs in mind

ADVOCACY REGARDLESS OF SWIFT 2.0?

- Regardless of the decision with respect to SWIFT 2.0, the WOWC **must** have a plan to advocate for:
 - Fair share of CRTC's \$750M Broadband Fund
 - Applications are due 01-Jun-20
 - SWIFT should be advocating for 10% (or **\$75M**) for SWO based on population
 - Fair share of ISED's \$1.7B Universal Broadband Fund
 - Applications opening this year
 - SWIFT should be advocating for 10% (or **\$170M**) for SWO based on population
- This advocacy is **above and beyond** any SWIFT 2.0 funding request
- SWO was left out of the last round of CTI funding and this cannot happen again

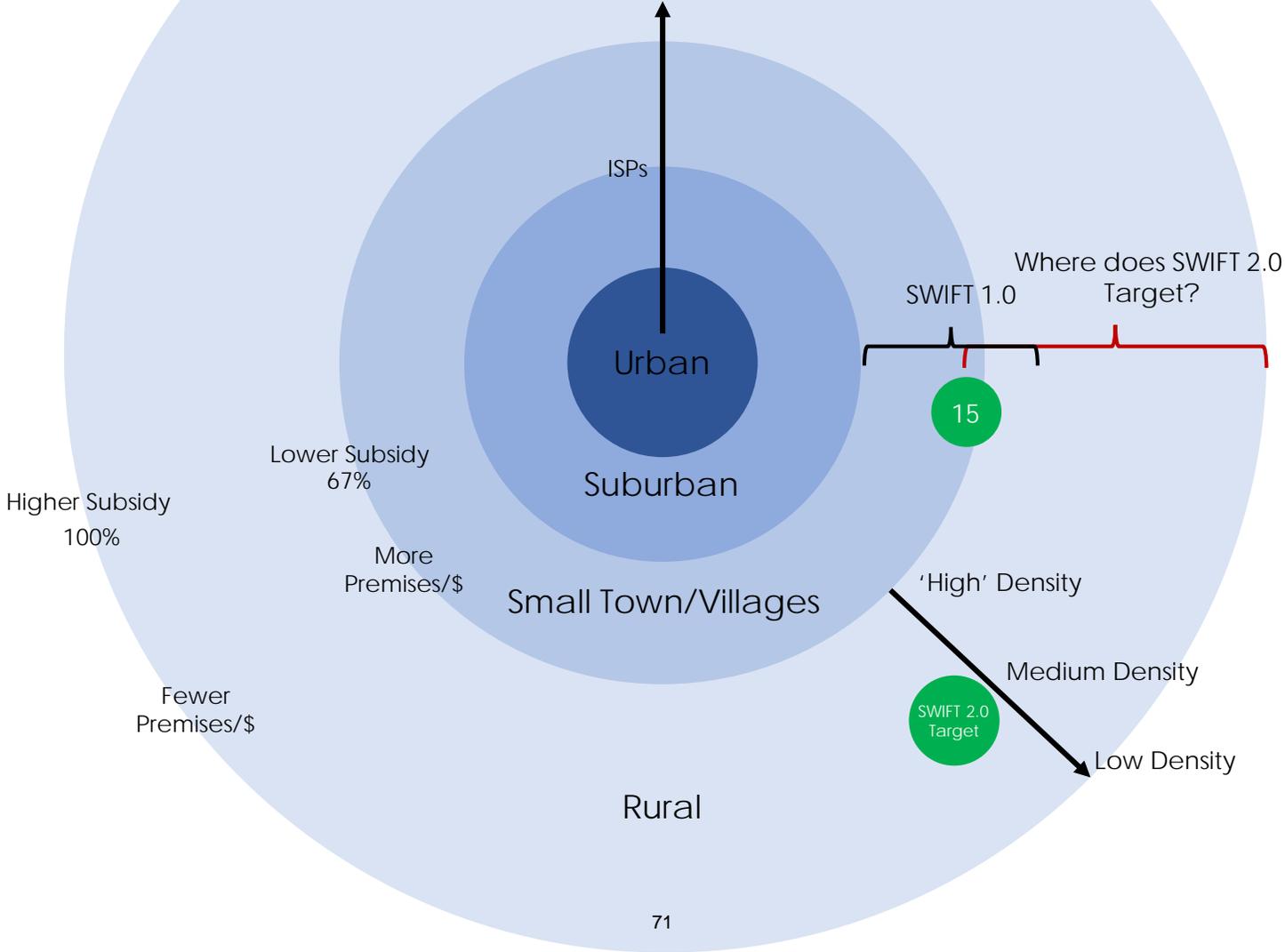
HOW MUCH MONEY DO WE NEED?



Item	Amount	Notes
Total need in SWO after SWIFT 1.0	\$2,490,644,551	Fibre based solution
CRTC Funding	\$(75,000,000)	Need WOWC lobby to ensure our share
UBF Funding	\$(170,000,000)	Need WOWC lobby to ensure our share
ISP Investment	\$(498,128,910)	Assume ISPs will resolve 20% on their own
First Nations Funding	\$(47,970,000)	Separate request
Remaining SWO Need	\$1.7B +	

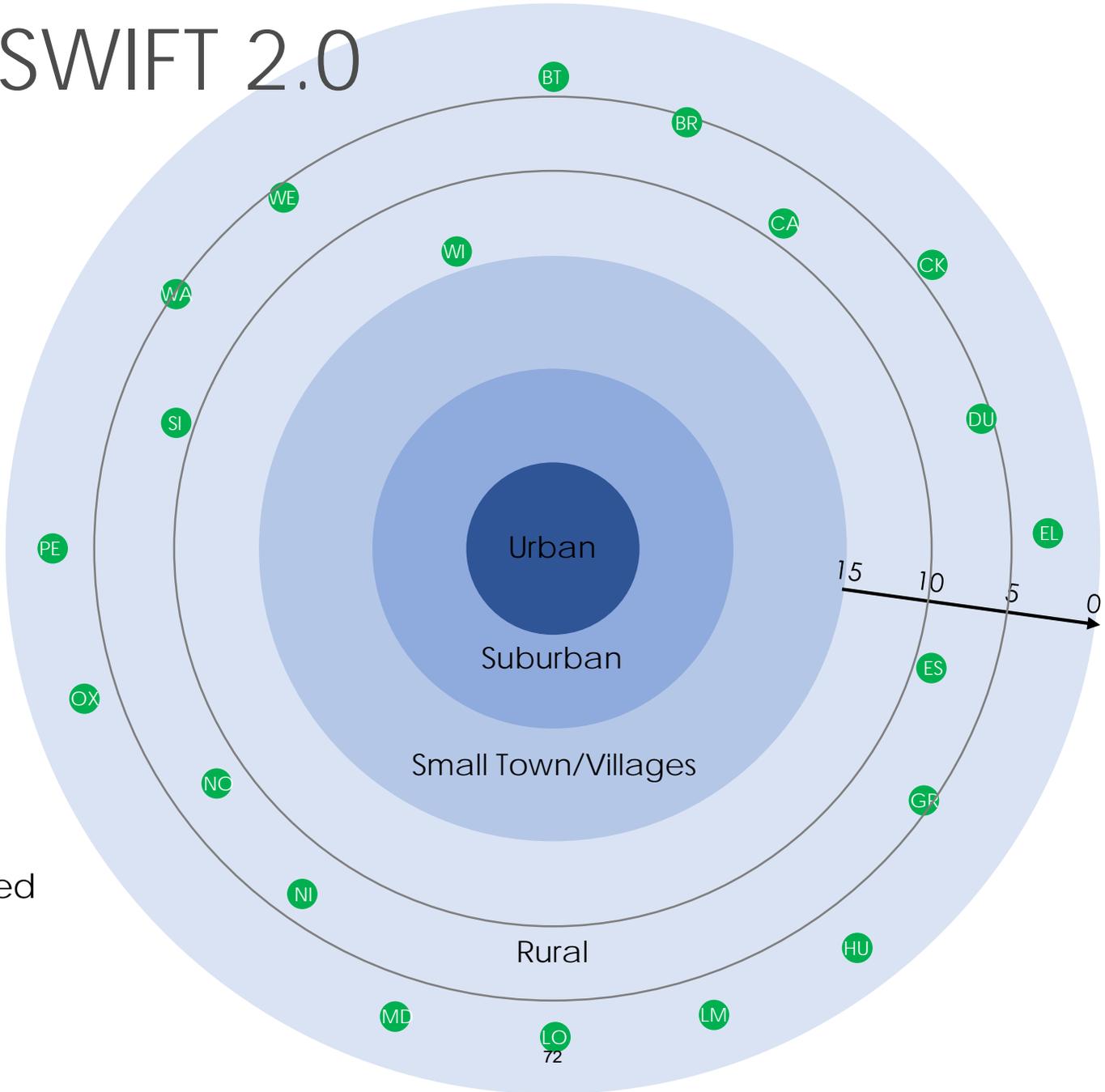
- Even with these levels of potential investment, there is still a need for more funding (\$1.7B)
- Wireless could help to reduce these costs in some areas

GOALS OF SWIFT 2.0



- SWIFT 1.0 rewarded more premises passed per \$ of funding
- Phase 2 = 15 premises / KM of Fibre average

GOALS OF SWIFT 2.0



BT	Brant	4.2
BR	Bruce	5.2
CA	Caledon	8.6
CK	Chatham-Kent	4.4
DU	Dufferin	5.9
EL	Elgin	3.4
ES	Essex	8.9
GR	Grey	5.4
HU	Huron	2.8
LM	Lambton	3.4
LO	London	3.4
MD	Middlesex	3.3
NI	Niagara	7.1
NO	Norfolk	7.6
OX	Oxford	3.9
PR	Perth	2.8
SI	Simcoe	8.0
WA	Waterloo	5.2
WE	Wellington	5.7
WI	Windsor	13.8

Remaining average density of underserved premises per km of underserved roads

RECOMMENDATION 1

SWIFT 2.0 GOALS

Question:

What do we want to achieve with SWIFT 2.0?

Recommendation:

Target medium density outcomes through...

- Upper limit on premises passed / km of fibre (**allow municipal input to target more or less dense areas**).
- Increase **maximum** subsidy available (~83% in SWIFT 2.0 vs 67% in SWIFT 1.0). This relies on Federal contribution amount and ability of municipalities to contribute.
- Majority of points based on km of fibre installed

Issues/Risks:

- Premises Passed target will not be as high as SWIFT 1.0 (per \$)
- Will our goals match those of the province/feds?

RECOMMENDATION 2

FUNDING REQUEST

Question:

How much funding do we seek?

Recommendations:

1. Seek immediate funding of **\$44M** to implement 'shovel ready' residual SWIFT 1.0 projects
2. Seek funding in line with targeting a total project budget of **\$500M** with additional admin and overhead fees of **\$10M***
 - Federal Contribution (40%)* \$200M
 - Provincial Contribution (33.3%) \$167M
 - Municipal Contribution (min10%) \$50M + \$10M admin/overhead
 - ISP Contribution (17%) \$83M
3. Seek **\$63M** dedicated funding to address all remaining first nations and isolated communities (Pelee Island)

Issues/Risks:

- Province and Feds may be looking to fund their own programs and not regional programs
- Total ask may be beyond available funds
- Some municipalities may not be able to contribute significantly (CIB discussion)

RECOMMENDATION 2 (CONT.)

RESIDUAL SWIFT 1.0 PROJECTS

Municipality	Funding Req'd	Project Value
Brant County	\$ 1,165,513	\$ 1,748,270
Bruce County	\$ 3,334,924	\$ 5,002,385
Caledon	\$ 1,276,596	\$ 1,914,894
Dufferin County	\$ 1,754,615	\$ 2,631,922
Elgin County	\$ 1,495,880	\$ 2,243,821
Essex County	\$ 3,130,624	\$ 4,695,937
Grey County	\$ 3,915,894	\$ 5,873,841
Huron County	\$ 1,765,967	\$ 2,648,951
Middlesex County	\$ 2,596,707	\$ 3,895,060
Niagara Region	\$ 3,260,635	\$ 4,890,952
Oxford County	\$ 2,002,437	\$ 3,003,655
Perth County	\$ 1,353,705	\$ 2,030,558
Simcoe County	\$ 6,836,062	\$ 10,254,093
Waterloo Region	\$ 2,912,612	\$ 4,368,918
Chatham-Kent	\$ 2,722,605	\$ 4,083,907
Wellington	\$ 2,345,802	\$ 3,554,245
Norfolk	\$ 1,756,113	\$ 2,684,178
TOTAL	\$ 43,626,691	\$ 65,525,586

Seek immediate funding of \$44M to implement 'shovel ready' residual SWIFT 1.0 projects

- Analysis based on remaining Phase 2 projects (residual projects) that would have been funded if we had additional money
- Wellington/Norfolk projects are shovel ready (\$6.2M)
- No residual projects remain in Lambton
- Phase 3 projects estimated based on Phase 2 analysis
- These projects could be awarded this year
- No additional municipal contribution required

RECOMMENDATION 2 (CONT.)

SWIFT 2.0 MAIN PROJECT

Funding	%	Amount
Federal	40%	\$ 200,000,000
Provincial	33%	\$ 166,666,667
Municipal	10%	\$ 50,000,000
ISP	17%	\$ 83,333,333
Total	100%	\$ 500,000,000

Seek funding in line with targeting a total project budget of \$500M with additional admin and overhead fees of \$10M

- Assumes 40/33 Fed/Prov split
- Assumes municipalities contribute at least 10%
- ISPs required to contribute residual
- Note: Figures can be adjusted but if we target medium density areas for SWIFT 2.0, the total subsidy available to ISPs has to be more than the 2/3s from SWIFT 1.0

RECOMMENDATION 2 (CONT.)

FIRST NATIONS AND ISOLATED COMMUNITIES FUNDING

Procurement Area	First Nation / Isolated Community	Road KMs*	Estimated Cost
Brant	Mississaugas of the New Credit First Nation	31	\$ 2,015,000
Brant	Six Nations of the Grand River	173	\$ 11,245,000
Bruce	Chippewas of Nawash Unceded First Nation	67	\$ 4,355,000
Bruce	Saugeen First Nation	54	\$ 3,510,000
Chatham-Kent	Delaware Nation Moravian of the Thames	15	\$ 975,000
Essex	Caldwell First Nation	3	\$ 195,000
Lambton	Bkejwanong Walpole Island First Nation	178	\$ 11,570,000
Middlesex	Chippewas of the Thames First Nation	66	\$ 4,290,000
Middlesex	Munsee-Delaware Nation	1	\$ 65,000
Middlesex	Oneida Nation of the Thames	35	\$ 2,275,000
Simcoe	Beausoleil First Nation	45	\$ 2,925,000
Simcoe	Beausoleil First Nation Sub-Sea Fibre	TBD	\$ 3,000,000
Simcoe	Chippewas of Rama First Nation	26	\$ 1,690,000
Pelee	Pelee Island	TBD	\$ 15,000,000
TOTAL		694	\$ 63,110,000

Seek \$63M dedicated funding to address all remaining first nations and isolated communities (Pelee Island)

- This is a very liberal estimate
- Assumes fibre to every road in every remaining first nation (even those without premises)
- Detailed analysis to be completed once direction received from WOWC caucus
- Road KMs include the KMs required to connect to the closest POI and excludes any areas already serviced with fibre
- Sub-Sea fibre required for Christian Island estimated at \$3M
- Pelee Island estimated at \$15M
- Average cost/KM = \$65,000
- Assumes these projects are 100% funded with no ISP or first nation contribution

RECOMMENDATION 3

MUNICIPAL CONTRIBUTIONS

Question:

How much are the municipalities willing to contribute?

Recommendations:

1. Municipalities contribute (collectively) a minimum of **10%** of the overall project funding plus **100%** of admin and overhead costs (see recommendation 4)
2. If a municipality can't contribution their 'maximum' amount, the shortfall should be distributed amongst the rest
3. Municipal contributions be split (contribution to project / contribution to admin and overheads)
4. Contribution to admin and overheads should be weighted based on a split between pure overheads and functional overheads

Issues/Risks:

- Few issues/risk, this is a more equitable and transparent approach

RECOMMENDATION 3 (CONT.)

MUNICIPAL CONTRIBUTIONS

Funding Area	Underserved Road KMs	% of Need	Capital Contribution	Contribution to Admin	Total Contribution	Project Funding	Multiplier	Target KMs of Fibre
Bruce	2,965	7.9%	\$ 3,927,950	\$ 671,354	\$ 4,599,304	\$ 39,279,502	8.5	595
Caledon	650	1.7%	\$ 860,635	\$ 303,276	\$ 1,163,912	\$ 8,606,354	7.4	130
Chatham-Kent	3,022	8.0%	\$ 4,003,627	\$ 680,435	\$ 4,684,063	\$ 40,036,274	8.5	607
Dufferin	976	2.6%	\$ 1,293,326	\$ 355,199	\$ 1,648,525	\$ 12,933,258	7.8	196
Elgin	1,764	4.7%	\$ 2,337,122	\$ 480,455	\$ 2,817,576	\$ 23,371,216	8.3	354
Essex	1,427	3.8%	\$ 1,891,217	\$ 426,946	\$ 2,318,163	\$ 18,912,171	8.2	287
Grey	2,734	7.2%	\$ 3,622,826	\$ 634,739	\$ 4,257,565	\$ 36,228,263	8.5	549
Huron	1,942	5.1%	\$ 2,572,828	\$ 508,739	\$ 3,081,568	\$ 25,728,284	8.3	390
Lambton	2,577	6.8%	\$ 3,414,627	\$ 609,755	\$ 4,024,382	\$ 34,146,271	8.5	517
London	324	0.9%	\$ 429,119	\$ 251,494	\$ 680,613	\$ 4,291,190	6.3	65
Middlesex	2,852	7.6%	\$ 3,779,214	\$ 653,506	\$ 4,432,720	\$ 37,792,144	8.5	573
Niagara	2,576	6.8%	\$ 3,413,124	\$ 609,575	\$ 4,022,699	\$ 34,131,243	8.5	517
Norfolk	1,620	4.3%	\$ 2,145,984	\$ 457,518	\$ 2,603,502	\$ 21,459,840	8.2	325
Oxford	1,989	5.3%	\$ 2,634,933	\$ 516,192	\$ 3,151,125	\$ 26,349,333	8.4	399
Perth	1,341	3.6%	\$ 1,777,053	\$ 413,246	\$ 2,190,300	\$ 17,770,532	8.1	269
Simcoe	4,458	11.8%	\$ 5,906,167	\$ 908,740	\$ 6,814,907	\$ 59,061,669	8.7	895
Waterloo	950	2.5%	\$ 1,259,322	\$ 351,119	\$ 1,610,440	\$ 12,593,218	7.8	191
Wellington	2,298	6.1%	\$ 3,045,411	\$ 565,449	\$ 3,610,860	\$ 30,454,108	8.4	461
Windsor	101	0.3%	\$ 133,650	\$ 216,038	\$ 349,688	\$ 1,336,496	3.8	20
Total	37,737	100.0%	\$ 50,000,000	\$ 10,000,000	\$ 60,000,000	\$ 500,000,000	8.3	7576

Municipalities contribute (collectively) a minimum of 10% of the overall project funding plus 100% of admin and overhead costs

- Need based solely on KMs of underserved road assumed after conclusion of SWIFT 1.0
- Each municipality contributes based on its need
- Higher overall municipal contributions required in SWIFT 2.0 to attract ISPs to lower density areas
- If a municipality can't contribution their 'maximum' amount, the shortfall should be distributed amongst the rest

Note: Current contributions to SWIFT end in 2020 for all but Waterloo (2021) and Middlesex (2021)

RECOMMENDATION 3 (CONT.)

CONTRIBUTIONS TO OVERHEADS

Municipality	Pure Admin	Functional	Total
Brant	\$ 200,000	\$ 186,224	\$ 386,224
Bruce	\$ 200,000	\$ 471,354	\$ 671,354
Caledon	\$ 200,000	\$ 103,276	\$ 303,276
Chatham-Kent	\$ 200,000	\$ 480,435	\$ 680,435
Dufferin	\$ 200,000	\$ 155,199	\$ 355,199
Elgin	\$ 200,000	\$ 280,455	\$ 480,455
Essex	\$ 200,000	\$ 226,946	\$ 426,946
Grey	\$ 200,000	\$ 434,739	\$ 634,739
Huron	\$ 200,000	\$ 308,739	\$ 508,739
Lambton	\$ 200,000	\$ 409,755	\$ 609,755
London	\$ 200,000	\$ 51,494	\$ 251,494
Middlesex	\$ 200,000	\$ 453,506	\$ 653,506
Niagara	\$ 200,000	\$ 409,575	\$ 609,575
Norfolk	\$ 200,000	\$ 257,518	\$ 457,518
Oxford	\$ 200,000	\$ 316,192	\$ 516,192
Perth	\$ 200,000	\$ 213,246	\$ 413,246
Simcoe	\$ 200,000	\$ 708,740	\$ 908,740
Waterloo	\$ 200,000	\$ 151,119	\$ 351,119
Wellington	\$ 200,000	\$ 365,449	\$ 565,449
Windsor	\$ 200,000	\$ 16,038	\$ 216,038
TOTAL	\$4,000,000	\$6,000,000	\$10,000,000

Contribution to admin should be weighted

1. Pure Admin (40%) – Split equally between all municipalities
2. Functional Costs (60%) – Based on 'need' as a % of total need

RECOMMENDATION 4

FUNDING OF ADMIN

Question:

Do we fund all admin costs internally (municipal funding)?

Recommendation:

Admin costs be funded 100% by municipal contributions

- 100% of fed/prov funding goes to projects
- No fed/prov angst over admin and overheads
- Any savings to overheads goes back to municipalities

Issues/Risks:

- Overall municipal contribution is higher (but funded project amount is also higher)

RECOMMENDATION 5

SWIFT 2.0 PARTICIPATION

Question:

What municipalities participate in SWIFT 2.0?

Recommendation:

- All WOWC municipalities participate
- Niagara, Caledon and Waterloo are invited to participate
- London and Windsor are not invited to participate. If the WOWC does want to consider, then they should only be invited if funding vehicle allows for funding of them (SWIFT 1.0 -> municipal contributions carried them)
- Haldimand and Muskoka are invited to participate
- Pelee Island invited to participate but separate/dedicated funding be sought for 100% of project (much like First Nations)

Issues/Risks:

- Requires agreement of all parties
- London/Windsor may object

RECOMMENDATION 6

WIRELESS

Question:

What role should wireless play in SWIFT 2.0?

Recommendation:

- **Where possible**, let municipalities decide if they want to allow wireless proposals in their region.

Issues/Risks:

- Federal and provincial funders are likely to focus on 50/10 and may not allow us to discriminate against wireless providers

SWIFT 2.0 SCHEDULE

Activity	2020				2021				2022				2023				2024				2025			
	Q1	Q2	Q3	Q4																				
Funding Application			■	■																				
Contribution Agreement					■																			
Procurement						■	■	■																
Implementation							■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Closeout																							■	■

- 4 year implementation / construction window
- Overlap with SWIFT 1.0 (ends mid-2023)
- Completes well before federal gov't 2030 mandate
- Resource Risk – Competing with all other programs for resources

NEXT STEPS

Item	Who	When
Present recommendations to WOWC caucus	SWIFT	4-June
Approve SWIFT 2.0 Recommendations (with recommendations)	WOWC	4-June
Advocate for SWO share of CRTC and ISED BB funding (letter campaign)	WOWC	5-June
Confirm participation intent with Caledon, Waterloo and Niagara	SWIFT	12-June
Outreach to Haldimand, Muskoka and Pelee Island	SWIFT Board	12-June
Finalize SWIFT 2.0 funding request package <ul style="list-style-type: none"> Detailed financial plan Detailed First Nations requirements Detailed overhead cost estimates Inclusion of Haldimand, Muskoka and Pelee Island 	SWIFT	19-June
SWIFT 2.0 funding advocacy campaign package development	WOWC	19-June
SWIFT 2.0 funding advocacy campaign kick-off	WOWC	22-June

NEXT STEPS (CONT.)

SWIFT 2.0 Funding Request Package (5-10 pages max)

- Problem description
- Funding asks (3 asks)
- Why this is a better option than putting more funds into fed/prov programs
- Description of model and how it will address the problem description (benefits)
 - Results of SWIFT 1.0
- Complete financial model with detailed cost estimates and funding breakdown
- Description of targeted outcomes
- Schedule (2025)

SWIFT 2.0 funding advocacy campaign package

- **Who** do we target (provincial and federal)
- **Who** are the best representatives of the WOWC
- **How** do we present request (letter campaign, delegations, etc.)
- **What** do we present
- **When** do we start the campaign

SUMMARY OF RECOMMENDATIONS

Recommendation #1:

- Target medium density outcomes through...
 - Upper limit on premises passed / km of fibre (**allow municipal input to target more or less dense areas**).
 - Increase **maximum** subsidy available (~83% in SWIFT 2.0 vs 67% in SWIFT 1.0). This relies on Federal contribution amount and ability of municipalities to contribute.
 - Majority of points based on km of fibre installed

Recommendation #2:

- Seek immediate funding of **\$44M** to implement 'shovel ready' residual SWIFT 1.0 projects
- Seek funding in line with targeting a total project budget of **\$500M** with additional admin and overhead fees of **\$10M***
 - Federal Contribution (40%)* \$200M
 - Provincial Contribution (33.3%) \$167M
 - Municipal Contribution (min10%) \$50M + \$10M admin/overhead
 - ISP Contribution (17%) \$83M
- Seek **\$63M** dedicated funding to address all remaining first nations and isolated communities (Pelee Island)

SUMMARY OF RECOMMENDATIONS

Recommendation #3:

- Municipalities contribute (collectively) a minimum of **10%** of the overall project funding plus **100%** of admin and overhead costs (see recommendation 4)
 - If a municipality can't contribute their 'maximum' amount, the shortfall should be distributed amongst the rest
 - Municipal contributions be split (contribution to project / contribution to admin and overheads)
 - Contribution to admin and overheads should be weighted based on a split between pure overheads and functional overheads

Recommendation #4:

- Admin costs be funded 100% by municipal contributions
 - 100% of fed/prov funding goes to projects
 - No fed/prov angst over admin and overheads
 - Any savings to overheads goes back to municipalities

SUMMARY OF RECOMMENDATIONS

Recommendation #5:

- All WOWC municipalities participate
- Niagara, Caledon and Waterloo are invited to participate
- London and Windsor are not invited to participate. If the WOWC does want to consider, then they should only be invited if funding vehicle allows for funding of them (SWIFT 1.0 -> municipal contributions carried them)
- Haldimand and Muskoka are invited to participate
- Pelee Island invited to participate but separate/dedicated funding be sought for 100% of project (much like First Nations)

Recommendation #6:

- Where possible, let municipalities decide if they want to allow wireless proposals in their region.



WOWC Appeals to the CRTC for Equitable Broadband Funding for Southwestern Ontario

Currently more than half a million residents are lacking access to high-speed broadband across Southwestern Ontario.

In the past funding for broadband in Southwestern Ontario has been undervalued and overlooked.

To ensure fair and equitable funding is allocated to support broadband infrastructure projects in rural Southwestern Ontario, the Western Ontario Wardens' Caucus, has issued a letter to the Canadian Radio-television and Telecommunications Commission to advocate for the region's fair share of funding to support Southwestern Ontario broadband infrastructure projects.

Your advocacy efforts are greatly needed, and we would encourage you to write to Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-television and Telecommunications Commission, to ensure that the residents living in our underserved communities do not go unnoticed and that adequate and equitable funding for the region is required.

Attached is a template letter of support for your consideration.

Sincerely,

Jim Ginn
Chair
Western Ontario Wardens' Caucus



June 23, 2020

Ian Scott
Chairperson and Chief Executive Officer
Canadian Radio-television and Telecommunications Commission
ian.scott@crtc.gc.ca

Re: Fair and equitable funding to support broadband infrastructure projects in Southwestern Ontario

Dear Mr. Scott,

As the Warden of Elgin County, I am writing to you today to request the allocation of fair and equitable funding to support broadband infrastructure projects in rural Southwestern Ontario, including in underserved areas of Elgin County.

Southwestern Ontario broadband funding can not be undervalued. It has been estimated that it would cost approximately \$2.5 billion to provide a fibre-based solution to address all Southwestern Ontario's underserved areas, including in areas of Elgin County – wireless could help to reduce these costs in some areas. The region which is 90% rural and represents 10% of the Canadian population has been overlooked in the past for funding.

Connectivity is key to the social and economic success of our communities – we need to ensure that the residents living in our underserved communities do not go unnoticed. Adequate and equitable funding for the region is required to ensure that broadband, an essential utility, is accessible for all. The COVID-19 outbreak has laid bare the challenges our underserved communities in Elgin County and across Southwestern Ontario are facing.

In today's unprecedented times, where children are required to attend school remotely, online ordering is the new norm and virtual meetings are now a workplace requirement, broadband is not a luxury, it is essential.

On behalf of Elgin County, we are respectfully asking the Canadian Radio-television and Telecommunications Commission to support Southwestern Ontario broadband infrastructure projects.

Sincerely,

Dave Mennill
Warden, Elgin County

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



cc. The Honourable Steven Guilbeault
Minister of Canadian Heritage
Steven.Guilbeault@parl.gc.ca

The Honourable Navdeep Bains
Minister of Innovation, Science and Industry
Navdeep.Bains@parl.gc.ca

The Honourable Catherine McKenna
Minister of Infrastructure and Communities
Catherine.McKenna@parl.gc.ca

The Honourable Maryam Monsef
Minister of Rural Economic Development Minister for Women and Gender Equality
Maryam.Monsef@parl.gc.ca

Karen Vecchio
Member of Parliament for Elgin-Middlesex-London
karen.vecchio@parl.gc.ca

The Honourable Laurie Scott
Minister of Infrastructure, Ontario
laurie.scott@pc.ola.org

Heads of Municipal Council (Western Ontario)

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



WOWC Calls on Government for Increased Broadband Funding

The Western Ontario Wardens' Caucus today issued a letter to the federal government to seek immediate and increased funding to support the expansion of broadband infrastructure in our underserved communities across Southwestern Ontario.

The Caucus is urging the Canadian government to solve a fundamental issue and provide a basic need to all residents currently living without access to reliable high-speed internet.

Your support is greatly needed, and we would encourage you to write to The Honourable Navdeep Bains, Minister of Innovation, Science and Industry to urge that the government make a substantial investment to ensure that broadband, an essential utility, is accessible and available for all.

Attached is a template letter of support for your consideration.

Sincerely,

Jim Ginn
Chair
Western Ontario Wardens' Caucus



June 23, 2020

The Honourable Navdeep Bains
Minister of Innovation, Science and Industry
Navdeep.Bains@parl.gc.ca

The Honourable Catherine McKenna
Minister of Infrastructure and Communities
Catherine.McKenna@parl.gc.ca

The Honourable Maryam Monsef
Minister of Rural Economic Development
Minister for Women and Gender Equality
Maryam.Monsef@parl.gc.ca

Re: Urgent and immediate funding request to support the expansion of broadband infrastructure in Southwestern Ontario

Dear Ministers,

As the Warden of Elgin County, I am writing you today to seek urgent and immediate funding to support the expansion of critical broadband infrastructure across Southwestern Ontario, including in underserved areas of Elgin County.

Efforts at the local, federal and provincial level have been underway to provide all Ontarians, no matter where they live, with access to high-speed internet. This is not an overnight process; however, the COVID-19 outbreak has laid bare the challenges our underserved communities in Elgin County and across Southwestern Ontario are facing.

In today's unprecedented times, where children are required to attend school remotely, online ordering is the new norm and virtual meetings are now a workplace requirement, broadband is not a luxury, it is essential.

Connectivity is key to the social and economic success of our communities – we need to invest in the future of our communities. Increased funding is urgently needed to boost the pace and scale of broadband deployment efforts to address gaps in service and provide digital equality for all in Canada. It has been estimated that it would cost approximately \$2.5 billion to provide a fibre-based solution to address all Southwestern Ontario's underserved areas – wireless could help to reduce these costs in some areas. Adequate funding is required to ensure that broadband, an essential utility, is accessible for all.

The message to you is clear. **Southwestern Ontario broadband funding can not be undervalued.** The region represents 10% of the Canadian population and 25% of the

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450 Sunset Drive
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population of Ontario. Adequate and equitable funding for all underserved municipalities within the region is required to ensure that broadband, an essential utility, is accessible for all.

On behalf of Elgin County, we are urging the federal government to solve a fundamental issue and provide a basic need to all our residents currently living without access to reliable high-speed internet. The longer our communities are left without, the greater the people and businesses of Southwestern Ontario and County will suffer from social and economic inequalities. We are asking the Canadian government to take immediate action and make a substantial investment in high-speed connectivity.

Sincerely,

Dave Mennill
Warden, Elgin County

cc. The Honourable Laurie Scott
Minister of Infrastructure, Ontario
laurie.scott@pc.ola.org

Karen Vecchio
Member of Parliament for Elgin-Middlesex-London
karen.vecchio@parl.gc.ca

Heads of Municipal Council (Western Ontario)

County of Elgin
450 Sunset Drive
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REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer
DATE: June 15, 2020
SUBJECT: Green Lane Public Liaison Committee

RECOMMENDATIONS:

THAT Elgin County Council consent to the appointment of the Director of Engineering Services to the Green Lane Landfill Public Liaison Committee; and

THAT formal notification of the appointment of the Director of Engineering Services to the Green Lane Landfill Public Liaison Committee be sent to the Manager, Green Lane Landfill Solid Waste Management Services Toronto.

PURPOSE:

The purpose of this report is to seek Council's consent for the appointment of Brian Lima to the Green Lane Public Liaison Trust Committee.

BACKGROUND:

On August 13, 1998, the Minister of Environment issued an Approval under the *Environmental Protection Act* for the long-term expansion of the Green Lane Landfill Site. One of the conditions related was the establishment of a Landfill Public Liaison Committee (LPLC). According to the attached Terms of Reference, dated January 27, 1999, the LPLC is to serve as a focal point for dissemination, review and exchange of information and monitoring results relevant to the operation of the landfill site. The Committee is officially named the "Green Lane Landfill Public Liaison Committee" (herein referred to as "Green Lane LPLC").

The Terms of Reference state that the LPLC shall include a number of representatives from various municipalities; a representative from Southwold Against Dumping (SAD); and a representative from the Oneida First Nation as well as one or more neighbours of the site. The Terms of Reference requires that the County of Elgin appoint one member.

COMMITTEE APPOINTMENTS:

Ms. Elsie Marie Hutchings was a longstanding citizen appointee of the Green Lane Landfill Public Liaison Committee and it is with regret that we notify Council that Ms. Hutchings passed away on April 15, 2020. Ms. Hutchings' community support extended beyond her participation as part of the Green Lane Landfill Public Liaison Committee to the Kensington Club, Southwold Communities in Bloom, Southwold Zero Waste Committee, and Southwold Township History Committee. Ms. Hutching's lovely disposition and her incredible, unwavering commitment to bettering our community and advocating for change will leave a void that will be challenging to fill.

Prior to Ms. Hutching's appointment to the Green Lane LPLC in 2015, a staff member from the Engineering Services Department had participated as a member on the Committee. The Manager of Green Lane Landfill – Solid Waste Management Services confirmed that the Terms of Reference would allow for the Director of Engineering Services to be appointed to the Committee. It is recommended that this vacancy be filled by the County Engineer/Director of Engineering Services, as recommended by the Mayor of the Township of Southwold. The Director of Engineering Services expressed an interest in serving on the Green Lane LPLC and indicated that he would be available to attend the quarterly meetings.

To offer additional information regarding the Committee's membership, in December 2008, City of St. Thomas Council discussed the municipal appointments to the Green Lane Community Trust and members of City and County Council concurred that municipal membership from the City and County would be rotated on an annual basis. The 2020 municipal representative is Mayor Joe Preston. The Owner representative is Grant Jones, Mayor of the Township of Southwold.

FINANCIAL IMPLICATIONS:

The Owner shall provide for the administrative costs of operating the Green Lane LPLC, including the cost of meeting places and clerical services. These costs may be paid by the Green Lane Community Trust Fund, as outlined in the July 23, 1997 agreement between the Owner and The Corporation of the Township of Southwold.

The presently approved Terms of Reference for the Committee dated January 27, 1999 shall continue. The Regional Director may amend the Terms of Reference, including the composition of the Committee membership, from time to time, at the request of the Committee with the consent of the Owner.

CONCLUSION:

It is recommended that Elgin County Council approve that the vacancy on the Green Lane Landfill Public Liaison Committee be filled by the County's Director of Engineering Services.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Attachment: Green Lane Landfill Public Liaison Committee (LPLC) Terms of Reference

GREEN LANE LANDFILL PUBLIC LIAISON COMMITTEE (LPLC)

Terms of Reference (January 27, 1999)

BACKGROUND

Establishment of a Landfill Public Liaison Committee (LPLC)

On August 13, 1998 the Minister of the Environment issued an Approval under the *Environmental Protection Act* for the long term expansion of the Green Lane Landfill Site. One of the conditions related to the establishment of a Landfill Public Liaison committee (LPLC). The LPLC is to serve as a focal point for dissemination, review and exchange of information and monitoring results relevant to the operation of the landfill site. In addition the approval stated that the terms of reference for the committee shall include a number of representatives from various municipalities; a representative from Southwold Against Dumping (SAD); and a representative from the Oneida First Nation as well as one or more neighbours of the site.

Approval of Terms of Reference

Terms of Reference for the LPLC must be approved by the Ministry of the Environment's Regional Director. The Regional Director may amend the Terms of Reference, including the composition of the LPLC, before approving them and may amend them from time to time. When approved or amended and approved, the Terms of Reference shall be filed with the Public Record by sending a copy to the Director of the Ministry's Environmental Assessment Branch.

Administrative Costs of Establishing and Operating the LPLC

Green Lane has to provide for the administrative costs of establishing and operating the LPLC including the cost of meeting places and clerical services. These costs may be paid by the Green Lane Community Trust Fund, as outlined in the agreement between The Corporation of the Township of Southwold and Green Lane dated August 17, 1997 and as provided for in the Certificate of Approval. In the event that the Green Lane Community Trust Fund is not operational, Green Lane shall make alternative arrangements to provide for the costs, as approved by the Regional Director.

NAME OF COMMITTEE:

The committee will be called "Green Lane Landfill Public Liaison Committee"

MEMBERSHIP

Composition of the Committee

The LPLC will be composed of:

- (a) one member appointed by the Owner;
- (b) one member appointed by the Township of Southwold
- (c) one member appointed by the City of St. Thomas;
- (d) one member appointed by the County of Elgin
- (e) one member appointed by the Township of Middlesex Centre;
- (f) one, non-voting member appointed by the Ministry of the Environment;
- (g) one member appointed by the Southwold Against Dumping Inc. (SAD);
- (h) one member appointed by the Oneida First Nation;
- (i) **Glen Williams** so long as he has a permanent residence or owns property abutting the site and, if he is unwilling or unable to sit as a member, then **Wilma Williams** so long as she has a permanent residence or owns property abutting the site;
- (j) **up to three (3) members** who resides within two (2) km. of the perimeter of the site and are not employed by the site owner or the owners affiliated companies
- (k) a non-voting **independent chair** of the LPLC to be elected.
- (l) a non-voting **independent secretary** of the LPLC to be elected.

Term of Office

Appointed Members:

Except for the Chair and Secretary, each person who is appointed as a member of the LPLC shall do so for the term of two calendar years. The appointment of LPLC members shall be made every two years and shall be filed with the Regional Director. A copy of the appointment filed with the Regional Director shall also be given to the secretary of the LPLC and to

Green Lane. The appointment must also be accompanied by the consent of the person appointed agreeing to serve as a member of the LPLC during the Term for which the appointment is made. In the event that the organization or the municipality wishes to change its appointed member within the two year term, notification must be sent to the Regional Director of the Ministry and copies sent to the secretary and Green Lane. The organization or municipality can designate alternates to attend the meeting if the appointed person is unable to attend. Wilma Williams will be considered the alternate to Glen Williams.

Members of the public not representing an organization or municipal body:

Upon the approval of the Ministry, the following section of text (specific to Public and Future Public Members only) has replaced the text of the previous Terms of Reference dated January 27, 1999.

Public Members:

The present committee shall continue as it is now constituted until January 1, 2002, and present members of the public, by virtue of their regular attendance and expressed willingness, shall be allowed to continue in their roles;

Future Public Members:

In September 2001, notices will be sent to residents living within 2 km of the landfill notifying them that public chairs will be declared vacant on January 1, 2002, and requesting their interest in participating on the committee;

The committee as a whole will elect public representatives from the names put forth.

Chair

LPLC meetings will be chaired by the independent chairperson retained by the former committee until April 1, 2001. Thereafter, the chair shall be elected by the LPLC for a term of three calendar years. The chair shall be a person who is independent of the interests of the stakeholders or the owner of the site and who is qualified for the position and shall be elected on a motion approved by a majority of the voting LPLC members present and approved by the Regional Director. The chair will remain until the new chairperson is approved by the Regional Director. The transitional chair may continue as the chair of the LPLC if the person is willing and if elected by the LPLC as provided in this paragraph. In the event that the LPLC cannot come to an agreement on the election of the Chair, the Regional Director will elect a Chair.

Secretary

The LPLC secretary will be the independent secretary retained by the former committee until April 1, 2001. Thereafter, the secretary shall be elected by the LPLC for a term of three calendar years. The secretary shall be a person who is independent of the interests of the stakeholders or the owner of the site and who is qualified for the position and shall be elected on a motion approved by a majority of the voting LPLC members present and approved by the Regional Director. The secretary will remain until the new secretary is approved by the Regional Director. The transitional secretary may continue as the secretary of the LPLC if the person is willing and is appointed by the PLC as provided in this paragraph. In the event that the LPLC cannot come to an agreement on the election of the secretary, the Regional Director will elect the secretary.

FREQUENCY AND NOTICE OF MEETINGS

Meetings of the LPLC will be held at least once every three (3) months except on motion approved by two-thirds ($\frac{2}{3}$) of the voting members present. A notice of every meeting shall be sent out at least two weeks prior to the meeting. The following provisions apply to the giving of notice of the meetings:

- (1) the notice will include an invitation to attend the meeting;

- (2) the notice will be published in a newspaper having general circulation in the vicinity of the site; and
- (3) the notice will be mailed to property owners and tenants within two (2) kilometres of the site.

CONDUCT OF THE MEETINGS

The following provisions shall apply to the conduct of the business and affairs of the LPLC:

- (1) A quorum will consist of six (6) voting members;
- (2) Part of each meeting will be set aside for submissions or questions from members of the public in attendance. Written presentations by delegations, if any, must be submitted to the secretary at least one (1) week in advance to be considered at the next meeting;
- (3) Respect and courtesy will be observed by all members at all times during the meetings. Debate will be confined to the agenda and those matters that are within the mandate of the PLC.
- (4) If a member of the committee or the public are disruptive at the meeting, the Chair has the authority to have the person removed from the meeting.

MANDATE

The LPLC shall serve as a focal point for the dissemination, review and exchange of information and monitoring results relevant to the operation of the site under the Certificate of Approval.

The LPLC shall not exercise any supervisory, regulatory or approval functions in connection with the site or its operation.

The LPLC's responsibilities will include:

- (1) hearing deputations from any member of the public in relation to site operations;
- (2) reviewing all technical reports related to the operation of the site;
- (3) making recommendations to the Regional Director about matters pertaining to the site;

- (4)e acting as a liaison for the public with the Ministry and the owner of the site;
- (5)e as appropriate, arranging for work by a consultant to undertake a peer review of reports regarding the site that are filed with the Ministry.
- (6)e making recommendations for procedures for hearing and promptly acting upon public complaints or concerns about the site;
- (7)e publishing a brief newsletter to report upon the PLC's activities and about site operations;
- (8)e recording the minutes of PLC meetings; and
- (9)e review the Annual Report submitted by the Owner of the site.

ADMINISTRATIVE COSTS FOR THE OPERATION OF THE COMMITTEE

The owner of the site shall provide for the administrative costs of operating the LPLC including the cost of the meeting place, clerical services including advertisement of meetings, services of an independent chair and secretary retained by the LPLC and, as appropriate, the cost of the consultant to conduct a peer review. These costs will be paid by the Green Lane Community Trust Fund. If the Green Lane Community Trust Fund is not operational, the owner of the site shall make alternate arrangements to provide for the costs, as approved by the Regional Director.

Approved by: 

Date: January 28, 1999

greenlane L.P.L.C

The following Selection Process for Public Members has replaced the text re Public and Future Public Members (Page 3), LPLC Terms of Reference, as at January 11, 2002.

SELECTION PROCESS FOR PUBLIC MEMBERS GREEN LANE LANDFILL PUBLIC LIAISON COMMITTEE

- 1.0 That the Landfill Public Liaison Committee retain a minimum of three (3) and a maximum of four (4) public members;o
- 2.0 Advertising in appropriate venues and written notice to all residents living within a 2 km radius will be done four (4) months prior to the change of committee members;o
- 3.0 This process will be open to current members as well;o
- 4.0 To retain continuity on the committee, the selection process will occur each year.o
The duration of the term will be for two years;o
- 5.0 First preference will be given to prospective committee members who reside and own premises within the 2 km radius of the landfill. If public representation cannot be found within the 2 km radius, then participation of qualified public persons from an extended boundary of up to a 5 km radius will be considered;o
- 6.0 Residents who wish to be part of the public representation of this committee will submit, in writing, their expression of interest and their willingness to sit on the Committee for a two-year term;o
- 7.0 If more than four (4) persons express interest in becoming public members, they will be asked to attend two meetings prior to the selection process;o
- 8.0 Following the second meeting, the full committee, in a closed door session, will make a selection in a secret ballot vote;o
- 9.0 The absence at two meetings without extenuating circumstances may result in a member being asked to resign.

Ministry of the Environment

Ministère de l'Environnement

733 Exeter Road
London ON N6E 1L3
Tel: 519 873-5000
Fax: 519 873-5020

733, rue Exeter
London ON N6E 1L3
Tél: 519 873-5000
Télec.: 519 873-5020



October 31, 2008

W.K.A McKay
Chair, Green Lane Public Liaison Committee
P.O Box 20039
St Thomas, Ontario
N5P 4H4

Dear Mr. McKay:

**Re: Green Lane Landfill Public Liaison Committee
Process for Selection of Public Members
Certificate of Approval Number A051601, for a Waste Disposal Site**

I am writing both in response to your letter titled 'Green Lane Landfill Public Liaison Committee Process for Selection of Public Members' dated July 11, 2008, and your subsequent conversation with Jim Richardson on July 31, 2008, and also to introduce myself to you as the new Director of Southwestern Region for the Ministry of the Environment. Mr. Richardson has accepted a position with the Ministry of Food, Agriculture, and Rural Affairs. I apologize for the delay in responding.

I understand that due to a variety of circumstances the Public Liaison Committee (PLC) has fallen behind in the process for selecting public members, as outlined in the PLC Terms of Reference. Specifically, the terms of three of the four public members have already expired and one will end later this year. You expressed concern that opening up the seats of all four public members at the same time would be disruptive, and that the PLC feels that continuity in fulfilling its mandate under its Terms of Reference is largely dependent upon the participation of experienced, knowledgeable public members.

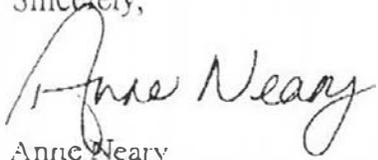
To ensure continuity the PLC has requested flexibility in the selection process to allow continued participation by experienced, knowledgeable public members. The PLC has proposed maintaining the status quo in connection with the four current public members and allowing them to serve until May 2009. In May, the selection process would be followed to replace one sitting public member each year.

I concur with the PLC's proposal to maintain status quo until May 2009, after which the PLC will replace one sitting public member each year. We recognize that this process will ensure all public member seats remain occupied, while also allowing for the transfer of knowledge from existing members to new members over time. Attached for your review is a draft addendum to the Landfill Public Liaison Committee Terms of Reference to reflect the proposed changes.

If you have any questions please contact John McGlynn at (519) 873-5023.

- 2 -

Sincerely,

A handwritten signature in cursive script that reads "Anne Neary". The signature is written in dark ink and is positioned above the printed name.

Anne Neary
Director
Southwest Regional Offices
Ministry of the Environment

Cc: Environmental Assessment and Approvals Branch, Ministry of the Environment

The following is an addendum to the Landfill Public Liaison Committee Terms of Reference Selection Process for Public Members.

**ADDENDUM TO SELECTION PROCESS FOR PUBLIC MEMBERS
GREEN LANE LANDFILL PUBLIC LIAISON COMMITTEE**

1.0 Due to a variety of circumstances the Public Liaison Committee (PLC) had fallen behind in the process for selecting public members, as outlined in the PLC Terms of Reference. Specifically, the terms of three of the four public members have already expired and one will end later in 2008. Concern was expressed that opening up the seats of all four public members at the same time would be disruptive, and that the PLC felt that continuity in fulfilling its mandate under its Terms of Reference is largely dependent upon the participation of experienced, knowledgeable public members.

To ensure continuity, the PLC requested flexibility in the selection process to allow continued participation by experienced, knowledgeable public members. The PLC proposed to keep the four current public members and allow them to serve until May 2009. At that time, the selection process would be followed to replace one sitting public member each year.

2.0 The four public members currently sitting on the Landfill Public Liaison Committee shall remain and continue to serve until May 2009. The four public members consist of Elsie Hutchings, Bob Lampman, Richard Lang and Franko Stanton.

3.0 In May 2009, the selection process shall be followed to replace one of the sitting public members each year.

October 31, 2008

CORRESPONDENCE – June 23, 2020

Items for Information – (Attached)

1. Amanda Rouse, recipient of the Leadership Award for the Personal Support Worker Program, with a letter thanking Council for their continued support of the students in the Personal Support Worker Program at Fanshawe College.
2. Jim Ginn, Chair of the Western Ontario Wardens' Caucus, with a letter to the Honourable Steve Clark expressing the Western Ontario Wardens' Caucus's appreciation for Minister Clark's support of rural access to broadband.
3. Assistant Deputy Minister Hannah Evans, Ministry of Municipal Affairs and Housing, with a letter regarding the deadline extension for the Municipal Modernization Program.
4. Christine Elliott, Deputy Premier and Minister of Health, with a letter regarding one-time funding for the 2020-21 funding year to support the temporary pandemic pay.
5. SWIFT Monthly Project Update – May 2020.

May 1 2020

Julie Gonyou

c/o Advancement and Alumni (K1003)
1001 Fanshawe College Blvd.
London, ON N5Y 5R6

Dear Julie Gonyou:

I am the recipient of the Leadership Award for the Personal Support Worker program. I would like to take this opportunity to say Thank You for your continued support for myself and the students in the Personal Support Worker Program at Fanshawe College. This award has inspired me to reach my goals and it is an honour to be recognized for my achievements.

I am a mother of 4 and I have spent the last 10 years in the automotive industry. Although being in manufacturing has been very rewarding, I always knew my heart belonged in the healthcare field. I decided after my 4th son was born to head back to college and start my new journey in life. I am so grateful to have this opportunity to help others during this pandemic.

Once again, I would like to express my sincere gratitude for this award and please stay safe.

Sincerely,

A handwritten signature in black ink that reads "Amanda Rouse". The signature is written in a cursive style with a large, looping initial 'A'.

Amanda Rouse



Monday, June 8, 2020

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
minister.mah@ontario.ca

Appreciation for Support of Rural Access to Broadband

Dear Minister Clark,

On behalf of the Western Ontario Wardens' Caucus and our 15 upper and single-tier municipalities that represent over 300 communities and approximately three million residents, thank you for your letter dated June 4, 2020.

Your commitment to enhance broadband access in Ontario through the Broadband and Cellular Action Plan is appreciated. The \$315 million over five years to expand broadband and cellular infrastructure, will serve to support many of our rural and underserved residents in Southwestern Ontario.

Additional funding for rural broadband in the wake of COVID-19 is essential. As a critical component of the economic relief and stimulus measures, important investments must be made to boost the pace and scale of broadband deployment efforts.

Increased funding from both the Province of Ontario and the Government of Canada is urgently needed to address our region's large connectivity gaps, so that we can close the digital divide and restart our economies. The Western Ontario Wardens' Caucus supports the funding of existing shovel ready, municipally led models that will connect our rural economies at an accelerated pace. We support SWIFT as Southwestern Ontario's funding mechanism to advance the expansion of critical broadband infrastructure across the region. The model works, it delivers results and can be immediately leveraged to upgrade networks and coverage in our region's underserved areas.

Families and business in our rural areas have been shut out of the economy and society as a result of the pandemic. COVID -19 has underscored the need in urgency to address gaps in broadband services across our region.

Your support is greatly appreciated.

Sincerely,

Jim Ginn
Chair, Western Ontario Wardens' Caucus

cc. The Honourable Navdeep Bains
Minister of Innovation, Science and Industry
Navdeep.Bains@parl.gc.ca

The Honourable Catherine McKenna
Minister of Infrastructure and Communities
Catherine.McKenna@parl.gc.ca

The Honourable Maryam Monsef
Minister of Rural Economic Development
Minister for Women and Gender Equality
Maryam.Monsef@parl.gc.ca

The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
Ahmed.Hussen@parl.gc.ca

The Honourable Laurie Scott
Minister of Infrastructure, Ontario
laurie.scottco@pc.ola.org

Members of Parliament, Western Ontario
Members of Provincial Parliament, Western Ontario
Member Counties of Western Ontario Wardens' Caucus
Heads of Municipal Council (Western Ontario)



June 12, 2020

Dear Chief Administrative Officer,

Thank you for your municipality's participation in the Municipal Modernization Program. The ministry appreciates your commitment to modernizing service delivery and finding efficiencies.

I am pleased to inform you that the Ministry of Municipal Affairs and Housing is extending project deadlines for municipalities undertaking projects under Intake 1 of the program, in recognition that the COVID-19 outbreak has resulted in project delays.

Despite anything to the contrary in the transfer payment agreement for your project, you may refrain from providing the Interim Progress Report, Draft Report, Third-Party Reviewer's Report and Final Report until the respective extended deadlines set out below, and the Ministry waives any contractual rights under the agreement that would prevent you from doing so. Except for the deadline extensions outlined in this letter, all provisions in the agreement shall remain in full force and effect. Reporting templates are available on Transfer Payment Ontario.

Report	Original Deadline	Extended Deadline
Interim Progress Report	June 15, 2020	June 30, 2020
Draft Report	August 31, 2020	November 13, 2020
Third-Party Reviewer's Report	September 18, 2020	December 4, 2020
Final Report	September 18, 2020	December 4, 2020

Please confirm your acknowledgment of the deadline extensions by email to Municipal.Programs@ontario.ca. Should you have any questions, please feel free to contact program staff at Municipal.Programs@ontario.ca or your Municipal Services Office contact.

Once again, thank you for your participation in the program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Hannah Evans".

Hannah Evans
Assistant Deputy Minister

c. Municipal Treasurer
Project Lead

Ministry of Health
Office of the Deputy Premier
and Minister of Health

777 Bay Street, 5th Floor
Toronto ON M7A 1N3
Telephone: 416-327-4300
www.ontario.ca/health

Ministère de la Santé
Bureau du vice-premier ministre
et ministre de la Santé

777, rue Bay, 5e étage
Toronto ON M7A 1N3
Téléphone: 416 327-4300
www.ontario.ca/sante



eApprove-182-2020-58

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

Dear Warden Mennill:

Thank you for your continued partnership in supporting the effective delivery of essential emergency health services programs during this unprecedented time.

I am pleased to advise you that the Ministry of Health will provide the County of Elgin up to \$420,000 in one-time funding for the 2020-21 funding year to support the temporary pandemic pay Initiative as part of the COVID-19 response in the emergency health services sector.

The Assistant Deputy Minister of Emergency Health Services will write to the County of Elgin shortly concerning the terms and conditions governing the funding.

Thank you for your dedication and commitment to improving ambulance services in Ontario and for your ongoing dedication and commitment to addressing the healthcare needs of Ontarians as we modernize and strengthen our public health care system.

Sincerely,

A handwritten signature in cursive script that reads "Christine Elliott".

Christine Elliott
Deputy Premier and Minister of Health

c: Ms. Julie Gonyou, Chief Administrative Officer, The County of Elgin



Monthly Project Update

May 2020



Phase 2 Status

- Procurement
 - 11 contracts executed; implementation is underway.
 - Brooketel contract has been finalized and provided to ISP (being routed for approval)
 - Implementation
 - Implementation underway and progressing well with minor delays reported based on COVID-19 issues
 - LAM_EXEC_09 (Kettle and Stony Point) experiencing major delays due to issues obtaining INAC permit.
 - See attached Monthly Dashboard for details for each project.
-

Phase 3 Status

- Procurement
 - Phase 3 procurements are progressing well; SWIFT anticipates that the procurement process will be completed by the end of 2020 in all Phase 3 regions.
 - RFPs issued and announced in Dufferin, Caledon, Oxford, Waterloo, Niagara and Brant. Province will announce future procurements in turn.
 - Dufferin procurement closed on 29-May-20, evaluation complete and seeking PAC approval on 02-Jul-20
 - Caledon procurement closed on 12-Jun-20, evaluation underway
 - Oxford procurement scheduled to close 19-Jun-20
 - Waterloo procurement scheduled to close 02-Oct-20
 - Niagara procurement scheduled to close 23-Oct-20
 - Brant procurement scheduled to close 30-Oct-20
 - Implementation
 - Project details including implementation schedules will be known once the procurements are closed and contracts have been executed.
 - SWIFT currently anticipates that implementation will start towards the end of 2020 and beginning of 2021.
-

Non-SCF Projects Status

- Procurement
 - RFPs issued for Windsor, London and Chatham-Kent
 - Windsor procurement scheduled to close 31-Jul-20
 - London procurement scheduled to close 06-Nov-20
 - Chatham-Kent procurement scheduled to close 13-Nov-20
- Implementation
 - Project details including implementation schedules will be known once the procurements are closed and contracts have been executed.
 - SWIFT currently anticipates that implementation will start towards the end of 2020 and beginning of 2021.

Financial/Spending Update

- Private Sector contributions have increased by \$7.7M due to results of Phase 2.
- Lambton County provided \$2.6M SWIFT+ contribution in order to facilitate the award of an additional project in the county.
- Total project funding increased from \$209M to \$219M as a result.
- Note: Federal and Provincial contribution are 'up to' amounts and will depend on the results of the Phase 3 procurements.

CA3 Status

- All key items have now been negotiated.
 - Drafting and final legal wording being finalized.
 - Overall, there are no major issues to report with regards to CA3.
 - Once a final draft is complete, a special board meeting will be called to review and approve the CA.
-

Issues and Risks

- Municipal Loan Guarantee
 - \$27.5M short-term bridge financing required in order to fund gap between SWIFT's requirement to pay ISPs per the Construction Act and anticipated reimbursement of claims.
 - SWIFT's current Phase 2 financing agreement with TD Bank will be extended to cover Phase 3.
 - Municipal guarantees are required to guarantee the overall loan and 100% participation is required or else there will be a shortfall the overall loan available.
 - LOIs for guarantees received from 12 of 14 municipalities
 - COVID-19
 - Major risks have subsided now that construction has resumed.
 - Need to keep an eye on supply issues and possible second outbreak.
-

Communications Update

- All SCF related announcements are to come from the province as per SWIFT's agreement in the CAs. Once provincial direction is provided, SWIFT and the municipalities are free to communicate the relevant information.
 - As a result, following information can be communicated publicly at this time:
 - Phase 3 has been approved (as of 05-Mar-20) and SWIFT is currently negotiating a contribution agreement with the province.
 - \$50.6M worth of Phase 3 SCF eligible RFPs have been announced
 - Oxford County (\$8.2M)
 - Dufferin County (\$7.2M)
 - Caledon (\$5.2M)
 - Niagara Region (\$13.3 M)
 - Waterloo Region (\$11.9 M)
 - Brant (\$4.8 M)
 - \$14.8M worth of Phase 3 Non-SCF eligible RFPs have been announced in Chatham-Kent, London and Windsor.
 - SWIFT is on targeting the close all Phase 3 RFPs before the end of 2020.
 - Selected and approved projects will be announced once SWIFT has completed its evaluation assessment and has executed contracts with ISPs.
-

Please let me know if you have any questions or concerns.

Regards,

Barry Field

Executive Director



Project	County	Area	Premises Passed		Fibre Road KMs		Milestone 1 (Design)			Construction Start			Milestone 2 (Construction)			Milestone 3 (In-Service)			% Complete	Funding			Project Value	Status	Notes	
			Planned	Complete	Planned	Complete	Contract	Forecast	Actual	Contract	Forecast	Actual	Contract	Forecast	Actual	Contract	Forecast	Actual		Total*	Invocied	Remaining				
PHASE 2																										
LAM_BRO_03	Lambton	Rural - East of Petrolia	536	0	149.5	0	31-Aug-20	31-Aug-20		30-Jun-20	30-Jun-20		30-Nov-22	30-Nov-22		31-Dec-22	31-Dec-22		0%	\$ 3,199,055	\$ -	\$ 3,199,055	\$ 5,843,235	●●	●●	- PA negotiated and is currently being routed for signatures/execution - \$770,440 of the project is funded by SCF and the remainder is funded by Lambton County (SWIFT-). - CA amendment required to address project schedule (beyond Dec 2021)
LAM_COG_07	Lambton	St. Clair Township	1,701	0	82.5	0	31-Jul-20	31-Aug-20		01-Jan-21	01-Jan-21		30-Nov-21	30-Nov-21		31-Dec-21	31-Dec-21		5%	\$ 2,163,490	\$ -	\$ 2,163,490	\$ 4,917,022	●●	▲	- Covid causing delays with contractors. Milestone 1 design expected to be about a month late. No impact to remainder of schedule.
LAM_EXEC_08	Lambton	Highland Glen	991	0	49.4	0	21-Dec-20	21-Dec-20		18-Jan-21	18-Jan-21		20-Jun-21	20-Jun-21		18-Jul-21	18-Jul-21		0%	\$ 1,426,776	\$ -	\$ 1,426,776	\$ 2,140,164	●●	●●	- Project not started as yet. - Current target dates holding.
LAM_EXEC_09	Lambton	Kettle Point	1,032	0	35	0	16-Mar-20	16-Mar-20	16-Mar-20	13-Apr-20	IBD		03-Dec-20	01-May-21		31-Dec-20	30-May-21		IBD	\$ 1,773,462	\$ -	\$ 1,773,462	\$ 2,660,193	●●	●●	- First Nation is having issues with submitting INAC permit. Construction can't start until INAC permit is available. This could have a significant impact on the project schedule if not addressed. - INAC resources have been reassigned during the COVID crisis and are unavailable to the First Nation. - SWIFT working with the First Nation to address the issue.
LAM_EXEC_10	Lambton	Bosanquet	202	0	81.5	0	10-May-21	10-May-21		07-Jun-21	07-Jun-20		03-Dec-21	03-Dec-21		31-Dec-21	31-Dec-21		0%	\$ 1,107,272	\$ -	\$ 1,107,272	\$ 1,660,908	●●	●●	- Project not started as yet. - Current target dates holding.
NOR_EXEC_03	Norfolk	Turkey Point	905	0	33.6	0	14-Jan-20	11-Feb-20	11-Feb-20	15-Jan-20	02-Feb-20	02-Feb-20	03-Dec-20	03-Dec-20		31-Dec-20	03-Dec-20		30%	\$ 1,331,004	\$ 207,964	\$ 1,123,040	\$ 2,071,289	●●	▲	- Duct structure has been built in 90%+ of town. - Current COVID delays have been effectively managed by ISP. - Second wave of COVID could impact schedule
NOR_EXEC_06	Norfolk	Long Point	926	0	24.5	0	23-Sep-20	23-Sep-20		21-Oct-20	21-Oct-20		31-Jan-21	31-Jan-21		28-Feb-21	28-Feb-21		0%	\$ 1,223,936	\$ -	\$ 1,223,936	\$ 1,904,671	●●	●●	- Project not started as yet. - Current target dates holding.
NOR_ROG_12	Norfolk	Wilsonville to Bloomsburg	2,116	0	86.6	0	17-Oct-20	17-Oct-20		30-Jun-20	30-Jun-20		05-Jul-21	05-Jul-21		18-Aug-21	18-Aug-21		5%	\$ 2,764,527	\$ -	\$ 2,764,527	\$ 7,560,989	●●	●●	- Survey and design continues in Phases 4-6. - Permits issued for Phases 1-3. Material orders have started.
WEL_COG_01	Wellington	Eden Mills	256	0	15	0	31-Jul-20	31-Aug-20		01-Jan-21	01-Jan-21		30-Jul-21	30-Jul-21		31-Aug-21	31-Aug-21		5%	\$ 504,422	\$ -	\$ 504,422	\$ 917,161	●●	▲	- Covid causing delays with contractors. Milestone 1 design expected to be about a month late. No impact to remainder of schedule.
WEL_COG_03	Wellington	Rockwood to Bellwood	1,707	0	98.3	0	31-Jul-20	31-Aug-20		02-Feb-21	01-Apr-20	01-Apr-20	30-Nov-21	30-Nov-21		31-Dec-21	31-Dec-21		5%	\$ 4,099,462	\$ -	\$ 4,099,462	\$ 6,593,852	●●	▲	- Covid causing delays with contractors. Milestone 1 design expected to be about a month late. No impact to remainder of schedule. - Work ongoing to place conduit on South Broadway, Green Valley Road and Torrance Lane. Work is being done by DP Drilling on joint use basis with Netflash per the Township of Centre Wellington. Fibre to be pulled/blown at a later date.
WEL_EHTEL_04	Wellington	Aris / Inverhaugh	674	61	33.5	2.5	31-Mar-20	31-Mar-20	31-Mar-20	15-Apr-20	27-Apr-20	27-Apr-20	07-Sep-21	07-Sep-21		30-Sep-21	30-Sep-21		15%	\$ 1,733,339	\$ 63,182	\$ 1,670,157	\$ 2,600,009	●●	●●	- POP has been built, waiting for Rogers and Hydro One connections - both ordered. - OSP progress on target and going well. - Installing drops from CURB to PREM initiated. - Blowing in fibre and splicing initiated. - Currently 14 vaults installed + one FOSC installed
WEL_NFC_08	Wellington	Wallenstein to Arthur	275	0	64.2	0	26-Feb-20	24-Mar-20	24-Mar-20	28-May-20	25-May-20	25-May-20	28-Sep-20	26-Oct-20		07-Dec-20	07-Dec-20		18%	\$ 1,261,992	\$ -	\$ 1,261,992	\$ 1,982,868	●●	▲	- Construction began May 25, along Blind Line and Yatton Sideroad. ~2.9KM of conduit, 13 GLBs, and 11 Flower Pots installed as of June 05. - COVID-19 Related Delays- safety protocols and limits on crew size could impact work progress in field
TOTAL			11,321	61	754	3														\$22,588,737	\$ 271,146	\$ 22,317,591	\$ 40,852,361			

Notes:
 - Brooketel PA being finalized
 - COVID-19 may impact ISP ability to deliver per schedule. This will be assessed in coming months.

*Funding amounts are exclusive of 3.94% residual HT.

CLOSED MEETING AGENDA

June 23, 2020

Staff Reports:

- 1) County Solicitor – *Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Parking Space Licence Agreement