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ORDERS OF THE DAY

FOR TUESDAY, July 14, 2020 – 9:00 A.M.

ORDER

1st	Meeting Called to Order
2nd	Adoption of Minutes – June 23, 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 23, 2020

Council Present: Warden Dave Mennill (in-person)
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)
Katherine Thompson, Supervisor of Legislative Services (in-person)
Carolyn Krahn, Legislative Services Coordinator (in-person)

1. CALL TO ORDER

Elgin County Council met this 23rd 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 Purcell
Seconded by: Councillor Marks

Resolved that the minutes of the meeting held on June 9, 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. COMMITTEE OF THE WHOLE

Moved by: Councillor Martyn
Seconded by: Councillor French

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.

5. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

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

The Manager of Planning advised County Council that final approval was given for a plan of subdivision in Port Stanley on June 12, 2020.

Moved by: Councillor Jones
Seconded by: Councillor Marks

Resolved 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.

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.

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

The Director of Homes and Senior Services provided details regarding the County’s current Multi-Sector Service Accountability Agreement (M-SAA) with the South West Local Health Integration Network (SWLHIN). The M-SAA process requires the submission of a signed annual Declaration of Compliance – Schedule G.

Moved by: Councillor McPhail
Seconded by: Councillor Ketchabaw

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

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

The Director of Community and Cultural Services presented a report on the temporary suspension of the E-Green Recycling Program, the service that supports Elgin County Library's e-waste partnership with the STEAM Centre in St. Thomas. The service is being temporarily suspended until fall 2020.

Moved by: Councillor Jones
Seconded by: Councillor Martyn

Resolved 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.

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.

5.4 **HR Policy: 2.160 Telework – Director of Human Resources**

The Director of Human Resources presented the Telework Policy and Agreement, outlining the requirements of a safe and productive telework arrangement.

Moved by: Councillor Giguère
Seconded by: Councillor Marks

Resolved that Council approve the new HR Policy #2.160 'Telework' and the associated Telework Agreement and training requirements as amended.

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.

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

The Director of Financial Services and the General Manager of Economic Development presented highlights from 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.

Moved by: Councillor Purcell
Seconded by: Councillor Giguère

Resolved 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.

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.

5.6 **May 2020 Budget Performance – Director of Financial Services**

The Director of Financial Services presented the May 2020 Budget Performance. 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.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Jones

Resolved that the report titled "May 2020 Budget Performance" dated June 17, 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.

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

The Director of Engineering Services presented details on the Talbot Line and Currie Road intersection and reviewed two (2) options with associated costs.

Moved by: Councillor Jones
Seconded by: Councillor McPhail

Resolved 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.

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.

Moved by: Councillor Purcell
Seconded by: Councillor Ketchabaw

Resolved that a pilot project be undertaken with the installation of a four-way stop, appropriate speed limit reductions and signage at the intersection of Currie Road and Talbot Line; and, that the pilot be reviewed after one (1) year; and, that the pilot project be presented to Dutton Dunwich Council for the approval of financing.

		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.

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

The Chief Administrative Officer presented details of the special meeting of the Western Ontario Wardens Caucus called on Thursday, June 4, 2020.

Moved by: Councillor Marks
Seconded by: Councillor Jones

Resolved 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.

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.

5.9 **Green Lane Public Liaison Committee – Chief Administrative Officer**

The Chief Administrative Officer presented a report regarding the vacancy on the Green Lane Landfill Public Liaison Committee.

Moved by: Councillor Giguère
Seconded by: Councillor French

Resolved 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.

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. COUNCIL CORRESPONDENCE

6.1 **Items for Consideration**

None.

6.2 **Items for Information (Consent Agenda)**

6.2.1 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.

6.2.2 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.

6.2.3 Assistant Deputy Minister Hannah Evans, Ministry of Municipal Affairs and Housing, with a letter regarding the deadline extension for the Municipal Modernization Program.

6.2.4 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.

6.2.5 SWIFT Monthly Project Update – May 2020.

Moved by: Councillor Martyn
Seconded by: Councillor Jones

Resolved that Correspondence Items #1-5 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. OTHER BUSINESS

7.1 Statements/Inquiries by Members

None.

7.2 Notice of Motion

None.

7.3 Matters of Urgency

7.3.1 The County Solicitor presented a memo on the conditions for approval of temporary new/external licensed patios during the Province's Phase 2 of the Reopening Plan.

Moved by: Councillor Martyn
Seconded by: Councillor McPhail

Resolved that the report and memo from the County Solicitor be received; and that Council consent to extending the temporary use of County Road Allowance for Licensed Patios and permit fees for this temporary use during the Province's Phase 2 of the Reopening Plan; and that the County Solicitor be directed to draft a formal agreement for the Temporary Use of County Road Allowance with Local Municipal Partners including the recommendations and provisions presented in the attached

memo; and further that the Chief Administrative Officer and County Warden be directed to sign the agreement for use of the County's Road Allowance.

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. CLOSED MEETING ITEMS

Moved by: Councillor Ketchabaw
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

(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

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. RECESS

Council recessed at 10:10 a.m. and reconvened at 10:14 a.m.

10. MOTION TO RISE AND REPORT

Moved by: Councillor Purcell
Seconded by: Councillor Martyn

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 – Parking Space Licence Agreement

Moved by: Councillor Marks
Seconded by: Councillor Jones

Resolved that the report from staff be received, and that staff proceed as directed and draft a by-law for enactment at the July 14, 2020 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.

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

Moved by: Councillor McPhail
Seconded by: Councillor French

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.

12. CONSIDERATION OF BY-LAWS

12.1 **By-law 20-29 – 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 23, 2020 Meeting.

Moved by: Councillor Martyn

Seconded by: Councillor Jones

Resolved that By-Law No. 20-29 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. ADJOURNMENT

Moved by: Councillor French
Seconded by: Councillor Jones

Resolved that we do now adjourn at 10:24 a.m. to meet again on July 14, 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	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.

Julie Gonyou,
Chief Administrative Officer.

Dave Mennill,
Warden.

Memo to File

Date: June 22, 2020

Re: Temporary New/External Patios – Conditions for Approval

---

1. **ACGO Requirements/Directives**

   (a) Extension of existing licenced patio or add new patio within approved period (up to January 1, 2021);

   (b) physical extension must be adjacent to the premises which are licensed to sell liquor;

   (c) no objection from local municipality;

   (d) licensee is able to demonstrate sufficient control over physical extension;

   (e) no condition on licensee prohibiting patio;

   (f) new/extended patio does not exceed 1.1 sq. metres per person.

   Note: * Licensee not required to comply to ACGO or pay a fee for extension

   * Licensee not required to submit documentation to ACGO but must produce if demanded

   ** municipalities have discretion to require documentation for Licensee so as to permit temporary patio

2. Servers can carry alcohol over non-licensed areas to get to temporary patio.

3. Maximum capacity applicable to existing patio space continues to apply. Licensee can accommodate patrons above that capacity in temporary patio so long as 1.1 square metres maximum is satisfied.

4. Social distancing requirements must be satisfied in any existing and new/extended temporary patio.

Municipal Conditions

5. Municipalities should recognize distinction between new/extended patios on private lands (ie. owned by Licensee or others (Landlord)) and on public lands (ie. sidewalks/road allowances).

6. Local municipalities have a statutory interest in licensed activities as both private lands and lands which it owns and should establish appropriate standards to accommodate new/temporary patios within its territorial limits.

Upper tier municipalities should consider appropriate standards to accommodate new/temporary patios upon lands which is owns and/or over which jurisdiction is exercised, primarily its owned road allowances, but should consider standards otherwise required by local municipalities when amending its own standards to be satisfied.

7. Sample standards for local municipality (Chatham-Kent) for extensions/new patios on private property attached as Schedule "A" to this Memorandum.

Considerations for County Council Consideration

8. Does County Council support the concept of temporary patios on County-owned property, including road allowances and sidewalks (hereinafter "public property")?

9. If County Council supports the concept of temporary patios on public property, the following factors are suggested for consideration in respect of any specific request:

(i) What standard, if any, for temporary patios has been adopted by the local municipality? Do these standards provide compliance with regulatory requirements and otherwise establish appropriate control over patio design and use so as to protect the interests of Elgin County?

(ii) What additional standard(s) are required by Elgin County?

(iii) Does the proposed patio design incorporate lands (ie. shoulders/sidewalks) which force pedestrian traffic towards vehicular traffic? In these circumstances, the County Solicitor recommends against incorporation of those areas within the temporary patio design as creating unacceptable risk to patio users and pedestrians.

(iv) Does the temporary patio design create accessibility issues (ie. width between tables; necessity of ramps)? If so, any permission must be conditional upon prior acceptable accessibility detail design and installations prior to any permission for patio on public property should be permitted.

(v) Does temporary patio location/design raise spectre of incompatibility with neighbouring uses? This factor should be a local factor but may become a County consideration if not subject matter of local standard.

(vi) Any permission for a temporary patio, if granted, should be terminated as of December 31, 2020, or the re-opening of the associated licensed area for in-house patronage, whichever is earliest.

(vii) In respect of all temporary patios for which Elgin County Council, or its designate, grants permission to operate a temporary patio on its property, the Licensee (ie. person/entity holding liquor licence) shall enter into a revocable Licence Agreement with Elgin County addressing the following factors:

(a) Identification of Parties;

(b) Terms of Licence (ie. Termination date);

(c) Licence Fee (if any);
(d) Compliance with all federal, provincial, and municipal regulatory requirements, including those of social distancing established by Southwest Public Health;

(e) Indemnity and Save Harmless requirements in favour of Elgin County;

(f) Insurance requirements, including naming Elgin County as additional insured; and

(g) Consent/approval of local municipality, particularly if local municipality is current occupant of lands upon which temporary patio to extend.

End of Memo

REPORTS OF COUNCIL AND STAFF

July 14, 2020

Council Reports – ATTACHED

Warden – Warden's Activity Report – June 2020

Warden – SWIFT 2.0 Proposal and Western Ontario Wardens Caucus Update

Warden – 2020 County of Elgin Warden's Charity Golf Tournament Cancelled

Councillor Ketchabaw – Elgin County 2020 Grant and Festival Events Partnership Program Allocations – Final Recommendation

Councillor Ketchabaw – Rural Initiatives and Planning Advisory Committee – revised Community Grant Program

Councillor Giguère – Terrace Lodge Redevelopment Fundraising Committee Appointment Recommendations

Councillor Purcell – Terrace Lodge Redevelopment July 2020 Update

Staff Reports – ATTACHED

Director of Homes and Senior Services – Homes – Infection Control Policy – Guidelines for Construction and Renovations During a Pandemic (e.g. COVID-19)

General Manager of Economic Development – COVID-19: Workforce Recovery

Director of Engineering Services – Reduced Speed Zone By-Law Amendments – Talbot Line, Glencolin Line and Wonderland Road

Director of Engineering Services – Development Charges, Council Information Session

Supervisor of Legislative Services and Community Relations – Administrative By-Law Updates

Supervisor of Legislatives Services and Community Relations – Service Delivery Review Progress Report No.3

Chief Administrative Officer – Community Safety and Well-Being Plan Update

Chief Administrative Officer – Environmental Committee Terms of Reference

Chief Administrative Officer – Elgin County Council Strategic Plan 2020-2022

Chief Administrative Officer – COVID-19 Emergency Team Planning

REPORT TO COUNTY COUNCIL

FROM: Warden Dave Mennill

DATE: June 30, 2020

SUBJECT: Warden's Activity Report – June 2020

RECOMMENDATION:

THAT the report from Warden Dave Mennill, dated June 30, 2020, entitled "Warden Activity Report – June 2020" be received and filed.

PURPOSE:

The purpose of this report is to provide a high-level monthly summary of the Warden's activities.

General Update

As Warden, and on behalf of Elgin County Council, I would like to express my gratitude to the businesses, organizations, and residents of Elgin County. The resolve of the community to do what it takes to reduce the spread of COVID-19 appears to be having a positive effect at the local level. It is because of the efforts we are collectively making that we are seeing success, and it is critical that we stay the course to keep this pandemic at bay.

We appreciate everyone's efforts, in particular:

- Elgin County residents, for their commitment to physically distance themselves from family and loved ones during a time of crisis.
- Elgin County businesses, for making the necessary sacrifices, and workplace changes that have provided the community the opportunity to be safe while still having access to all of the essential items and services required during this time.
- Elgin County agencies, community groups and individual volunteers for stepping up and providing the additional supports the community needs at this time.
- Frontline workers, for the incredible job they are doing to prepare and protect the community from a potential surge in COVID-19 cases locally.

Staff Recognition and Resuming Operations

County staff at all levels have shown tremendous leadership throughout the pandemic. I'd like to thank all of our staff for their understanding, flexibility and adaptability during these unprecedented times. It hasn't been easy. I'd also like to thank our Long-Term Care Home (LTCH) Staff, and those who have been redeployed to assist at our LTCHs for their ongoing work to ensure the safety of our residents.

The County hopes to begin gradually reopening public facilities, including the County Administration Building and Provincial Offences Administration Building (for in-person ticket payment) as early as July 6, 2020. The County Administration Building will be

open by appointment only. Residents are encouraged to visit the County's website for more information or call the office prior to attending in-person.

We will continue keep residents up to date with news and resources during this fluid situation through our website: www.elgincounty.ca. The majority of County operations continue even as some of our staff work from home and practice social distancing measures.

ACTIVITIES:

June 2020

1. Southwestern Public Health bi-weekly Municipal Partners calls
2. Western Ontario Wardens Caucus Meeting – June 4, 2020
3. Led weekly Municipal Partners Joint Emergency Control Group meetings
4. Council Agenda review meetings with Chief Administrative Officer and regular discussions regarding the County's Return to Work Plans
5. Council Chambers Renovation Planning with Chief Administrative Officer– review of layout and technology – June 23, 2020
6. Rural Initiatives and Planning Advisory Committee Meeting – June 23, 2020
7. Terrace Lodge Building Committee Meeting (2nd part) – June 23, 2020
8. Connectivity Committee pre-work meeting with Councillor Marks, Councillor Giguère and Chief Administrative Officer – June 29, 2020

Council gathered to discuss Council's role in supporting the Strategic Plan 2020-2022 on June 19th, 2020. Unfortunately, due to a local conflict, I was unable to attend. The Chief Administrative Officer will share Council's Strategic Plan and Action Plan with staff and our community at Council's meeting on July 14, 2020.

Media Activities

1. MYFM inquiry into student recognition by Elgin County (June 10, 2020)
2. 980 FM discussion on beach opening plans in Elgin County (June 19, 2020)
3. MYFM inquiry success of beach opening (June 22, 2020)
4. MYFM inquiry into library opening to curbside pickup only (June 23, 2020)

I issued the following press releases:

- Support Local Businesses (June 4)
- Elgin County Beaches Update (June 11)
- Libraries offering curbside pickup (June 25)

ADVOCACY EFFORTS:

Broadband

On behalf of Elgin County Council, letters were sent to local Internet Service Providers to indicate Council's support for funding applications to other levels of government and relay Council's willingness and interest in working together to solve Elgin's connectivity challenges. As well, advocacy letters in support of Western Ontario Wardens Caucus broadband advocacy efforts, letters were sent to the Canadian Radio-television and Telecommunications Commission, Minister of Innovation, Science and Industry, Minister

of Infrastructure and Communities and the Minister of Rural Economic Development. Letters were sent to MP Vecchio and MPP Yurek, also indicating Council's willingness to work collaboratively with senior levels of government to find a solution.

Stable Transfer Funding

On behalf of Elgin County and its Partner Municipalities, I sent a letter to the Department of Finance Canada and Ontario's Minister of Finance, respectfully requesting assurances that transfer payments to Canadian municipalities remain stable in 2021 and subsequent years as municipalities recover from the economic hardships associated with COVID-19.

CONCLUSION:

Ontario communities are facing unprecedented challenges as a result of COVID-19. Elgin's County Council and public servants have played a key role in responding to the crisis, managing in difficult times, and will focus on continued leadership to restore economic activity and prosperity when the crisis ends. Our collective focus is now shifting to "recovery" and we will work with community and regional partners, our community residents and businesses every step of the way.

All of which is Respectfully Submitted

Dave Mennill
Warden

REPORT TO COUNTY COUNCIL

FROM: Warden Mennill

DATE: July 7, 2020

SUBJECT: SWIFT 2.0 Proposal and Western Ontario Wardens Caucus Update

RECOMMENDATION:

THAT the report entitled “SWIFT 2.0 Proposal and Western Ontario Wardens Caucus Update” submitted by Warden Mennill be received and filed.

BACKGROUND:

A special Western Ontario Wardens Caucus (WOWC) meeting was called on July 2, 2020 to discuss the Caucus’ support for a Southwestern Integrated Fibre Technology 2.0 initiative as Southwestern Ontario’s funding mechanism to advance the expansion of critical broadband infrastructure across Southwestern Ontario.

The following recommendation was passed at the WOWC meeting on July 2, 2020:

> THAT the SWIFT presentation from Barry Field, Chief Operating Officer, SWIFT Inc. be received as information; and
>
> WHEREAS the Government of Canada, via the CRTC, has committed to bring 50/10 broadband service (the Universal Service Objective or USO) to 90% of Canadians in 2021, 95% in 2026 and 100% by 2030; and
>
> WHEREAS increased funding from both the Province of Ontario and the Government of Canada is urgently needed to address Southwestern Ontario’s large connectivity gaps, so that we can close the digital divide and restart our economies; and
>
> WHERAS in order to reduce the digital divide within Southwestern Ontario, and to achieve the CRTC’s 95% target by 2026, it will cost an estimated $1B; and WHEREAS the current CRTC targets and federal funding programs do not specifically address the many rural, remote, and northern communities in Canada 2 that continue to be unserved or underserved by internet service providers (ISP); and
>
> WHEREAS access to high-speed/capacity broadband is vital to municipal sustainability, economic development and diversification, and overall community and social development.
>
> THEREFORE, BE IT RESOLVED THAT we support Southwestern Integrated Fibre Technology (SWIFT) as Southwestern Ontario’s funding mechanism to advance the expansion of critical broadband infrastructure across Southwestern Ontario; and

THAT the Municipalities of Western Ontario request the Government of Canada provide direct funding of $254 million and the Government of Ontario provide direct funding of $221 million to support development of high speed (50 megabits per second and faster) community broadband; and

THAT combined with a $68.4M commitment from the region and a $105M contribution from the private sector (ISPs), we intend to successfully address the $1B Southwestern Ontario infrastructure deficit and achieving the interim goal of providing 50/10 broadband services to 95% of the population within Southwestern Ontario by 2025; and

That copy of the preceding resolution be provided to Provincial Minister, The Honourable Laurie Scott, Infrastructure Ontario, and Federal Minister, The Honourable Maryam Monsef, Minister for Women and Gender Equality and Rural Economic Development.

CONCLUSION:

Information with respect to the anticipated financial commitment from Elgin County is attached.

All of which is Respectfully Submitted

Dave Mennill
Warden

Attachments:

1. SWIFT 2.0 WOWC Caucus Presentation
2. Rural Broadband Funding Request for Southwestern Ontario

SWIFT

SWIFT 2.0 Funding Request

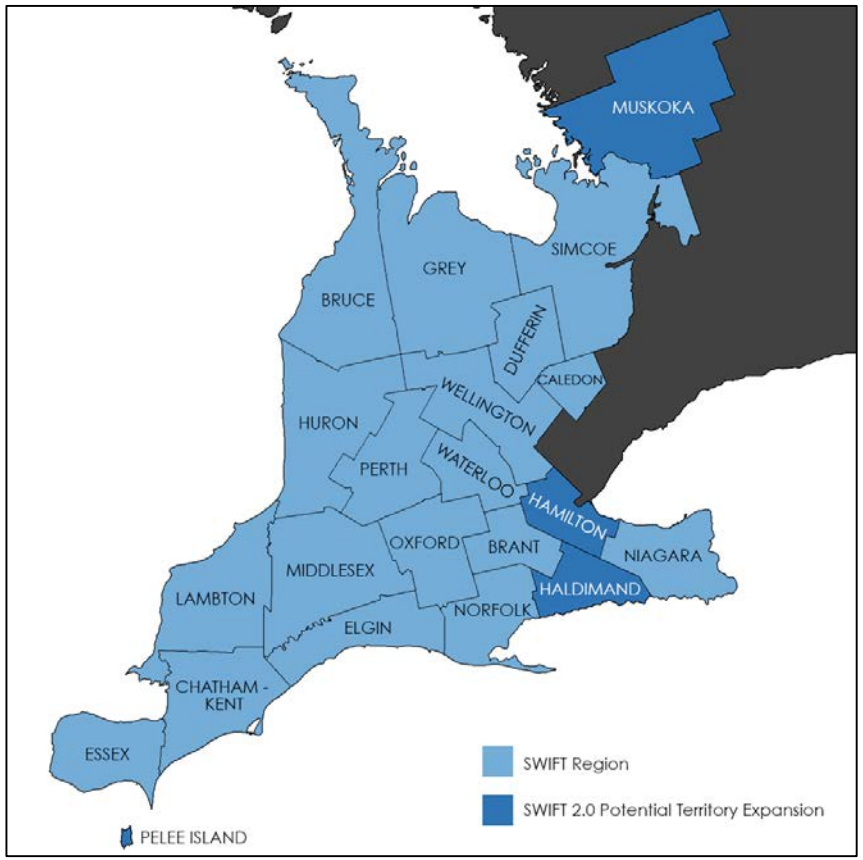
Video Conference

July 2, 2020

SWIFT 2.0 Funding Request Summary

Funding Program	Federal Contribution	Provincial Contribution	Regional Contribution	ISP Contribution	Project Amount	KMs of Fibre	Premises Passed	Population Addressed
SWIFT 2.0	$ 254,368,346	$ 221,035,012	$ 50,000,000	$ 105,146,679	$ 630,550,037	9,657	38,382	89,215
CRTC Broadband Fund	$ 75,000,000	$ -	$ -	$ 37,500,000	$ 112,500,000	1,723	6,848	15,917
ISED Universal Broadband Func	$ 170,000,000	$ -	$ -	$ 85,000,000	$ 255,000,000	3,905	15,522	36,079
				TOTAL	$ 998,050,037	15,286	60,752	141,212

Total Regional Population	3,367,283
Total Current Regional Population Served	3,056,937
Total Targeted Regional Population Served	3,198,149
Total Targeted Regional Population Served (%)	95.0%



- $1B to get to CRTC of 95% population served by 2026
  - $630M SWIFT 2.0
- Includ$370M CRTC/ISED
- es all population in SWO (urban and rural)
- Muskoka, Hamilton and Haldimand are not included in these figures. Funding request notes that we are in talks with these municipalities and including them would result in an increase to the funding requested.

SWIFT 2.0 Funding Request Summary

Funding Request	Federal Contribution	Provincial Contribution	Regional Contribution[1]	Total
SWIFT 1.0 Residual Projects Funding	$ 21,813,346 33.3%	$ 21,813,346 33.3%	$ 21,813,346 33.3%	$ 65,440,037
SWIFT 2.0 Partner Projects	$ 200,000,000 40.0%	$ 166,666,667 33.3%	$ 133,333,333 26.7%	$ 500,000,000
SWIFT 2.0 First Nations and Remote Communities	$ 32,555,000 50.0%	$ 32,555,000.0 50.0%	$ - 0.0%	$ 65,110,000
Adminstration and Overheads[2]	$ - 0.0%	$ - 0.0%	$ 18,412,995 100.0%	$ 18,412,995
TOTAL	$ 254,368,346 39.2%	$ 221,035,012 34.1%	$ 173,559,674 26.7%	$ 648,963,032

Increased from $10M estimate in last presentation

SWIFT 2.0 Funding Request Summary

Municiplaity	% of Need	Contrubution to Capital	Contribution to Admin	Total Contribution	Project Target	Multiplier
Brant County	2.7%	$ 1,362,292	$ 501,678	$ 1,863,970	$ 13,622,922	7.3
Bruce County	8.0%	$ 3,986,516	$ 1,468,074	$ 5,454,590	$ 39,865,157	7.3
Chatham-Kent	8.4%	$ 4,177,505	$ 1,538,408	$ 5,715,913	$ 41,775,050	7.3
Dufferin County	2.7%	$ 1,363,218	$ 502,018	$ 1,865,236	$ 13,632,179	7.3
Elgin County	4.9%	$ 2,457,643	$ 905,051	$ 3,362,695	$ 24,576,433	7.3
Essex County	4.0%	$ 1,996,442	$ 735,209	$ 2,731,651	$ 19,964,418	7.3
Grey County	7.7%	$ 3,833,931	$ 1,411,883	$ 5,245,814	$ 38,339,309	7.3
Huron County	5.4%	$ 2,723,074	$ 1,002,799	$ 3,725,873	$ 27,230,740	7.3
Lambton County	5.9%	$ 2,967,157	$ 1,092,685	$ 4,059,842	$ 29,671,572	7.3
Middlesex County	7.7%	$ 3,848,593	$ 1,417,282	$ 5,265,875	$ 38,485,929	7.3
Norfolk County	4.0%	$ 2,008,343	$ 739,592	$ 2,747,935	$ 20,083,425	7.3
Oxford County	5.5%	$ 2,750,743	$ 1,012,989	$ 3,763,732	$ 27,507,434	7.3
Perth County	3.7%	$ 1,866,958	$ 687,526	$ 2,554,483	$ 18,669,577	7.3
Simcoe County	12.1%	$ 6,055,127	$ 2,229,860	$ 8,284,987	$ 60,551,267	7.3
Wellington County	5.7%	$ 2,855,285	$ 1,051,487	$ 3,906,772	$ 28,552,853	7.3
Caledon	1.8%	$ 892,778	$ 328,774	$ 1,221,553	$ 8,927,784	7.3
Niagara	7.1%	$ 3,562,470	$ 1,311,915	$ 4,874,385	$ 35,624,702	7.3
Waterloo	2.6%	$ 1,291,925	$ 475,764	$ 1,767,689	$ 12,919,248	7.3
TOTAL	100.0%	$ 50,000,000	$ 18,412,995	$ 68,412,995	$ 500,000,000	7.3

- Contribution to Admin and Overhead now based 100% on need
- All municipalities get the same multiplier

WESTERN ONTARIO WOWC WARDENS CAUCUS

Rural Broadband Funding Request for Southwestern Ontario

Issue

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.

Background

The Government of Canada, via the CRTC, has committed to bring 50/10 broadband service (the Universal Service Objective or USO) to 90% of Canadians in 2021, 95% in 2026 and 100% by 2030. In order to reduce the digital divide within the region, and to achieve the CRTC's 95% target by 2026, it will cost an estimated $1B.

WOWC Position

We support Southwestern Integrated Fibre Technology (SWIFT) as Southwestern Ontario's funding mechanism to advance the expansion of critical broadband infrastructure across the region.

Required Action:

The WOWC is requesting direct funding from the Government of Canada in the amount of $254M and from the Government of Ontario in the amount of $221M to support the expansion of critical broadband infrastructure within the region.

In addition, the WOWC is also requesting that the CRTC Broadband Fund and Innovation, Science and Economic Development Canada (ISED) Universal Broadband Fund each allocate 10% of their funds directly to Southwestern Ontario (based on population share of total for Canada).

Combined with a $68.4M commitment from the region and a $105M contribution from the private sector (ISPs), we intend to successfully address the $1B Southwestern Ontario infrastructure deficit and achieving the interim goal of providing 50/10 broadband services to 95% of the population within the region by 2025.

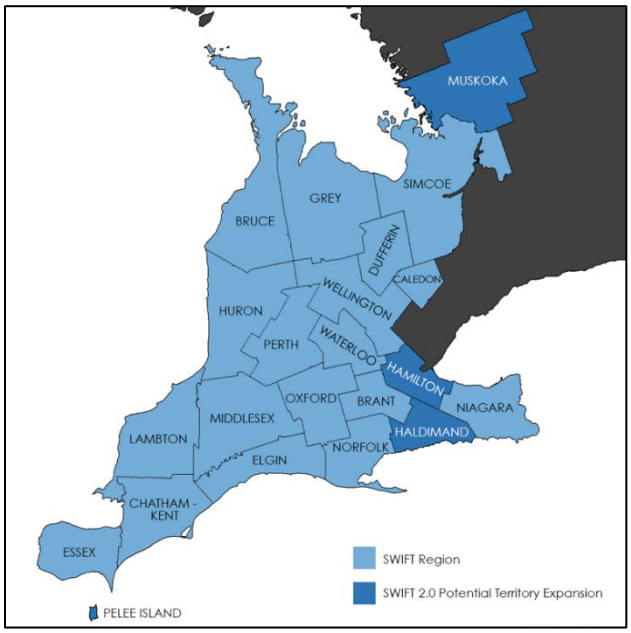


Figure 1 -Potential SWIFT 2.0 Territory, represents 10% of the population of Canada

Key Points

- To reduce the digital divide within Southwestern Ontario, and to achieve the CRTC's 95% target by 2026, it will cost an estimated $1B. The WOWC and the participating SWIFT municipalities are requesting direct funding to the SWIFT 2.0 program from the Government of Canada in the amount of $254M and from the Government of Ontario in the amount of $221M.

- The WOWC and participating municipalities are requesting that the CRTC Broadband Fund and Innovation, Science and Economic Development Canada (ISED) Universal Broadband Fund each allocate 10% of their funds directly to Southwestern Ontario (based on population share of total for Canada).

- Southwestern Ontario represents 10% of the population of Canada

- Southwestern Ontario also has a high proportion of employer businesses, representing 20% of the total number of businesses in Canada (*Source: Statistics Canada, Business Register, December 2015*. *Canadian Business Patterns 2015*). Now more than ever businesses need connectivity to ensure a livelihood for themselves and their employees.

- As elementary, secondary and post secondary institutions, continue to shift to online learning, many students living in Southwestern Ontario will be at a disadvantage due to lack of quality internet connection. Without direct broadband funding the pre-existing Southwestern Ontario "homework gap" will be exacerbated and lead to an unparallel inequality in education.

REPORT TO COUNTY COUNCIL

FROM: Warden Dave Mennill

DATE: July 2, 2020

SUBJECT: 2020 County of Elgin Warden's Charity Golf Tournament Cancelled

RECOMMENDATION:

THAT the July 2, 2020, report titled, 2020 County of Elgin Warden's Charity Golf Tournament Cancelled, submitted by Warden Dave Mennill, be received and filed for information.

INTRODUCTION:

The COVID-19 global pandemic has resulted in the cancellation of numerous events across the County and Province this summer. The 12th Annual County of Elgin Warden's Charity Golf Tournament was originally scheduled for mid-June at the St. Thomas Golf and Country Club but was postponed until September 2020. It was the hope that as the summer progressed restrictions on gathering size would be lifted allowing for the Tournament to proceed; however, it is now clear that limitations on gatherings of 50 or more people will remain in place for some time. Out of respect for the health and safety of Elgin County residents, and due to Provincial restrictions on public gatherings, I have made the difficult decision to cancel the tournament in 2020.

DISCUSSION:

The annual tournament regularly raises upwards of $20,000 through participants and sponsorships for the Elgin Middlesex United Way. There are usually approximately 100 golfers who participate in a day of golf, games, breakfast, lunch and an awards banquet in the evening. With the current restrictions in place, communal meals and games would not be permitted and there would be significant restrictions placed on participating golfers. Reduced participation, staggered tee-off times and social distance requirements would be in place. Given these restrictions and out of respect for Provincial regulations and public health recommendations, I have made the decision to cancel this year's Tournament. Keeping Elgin County residents safe and healthy and preventing the spread of COVID-19 in our communities is the number one priority of County Council during this time.

It was a difficult decision to cancel an event that provides such a significant contribution to the Elgin Middlesex United Way and the agencies that it serves. The absence of this annual contribution will be felt by the organization as they continue to support those dealing with poverty, homelessness and social isolation. Elgin Middlesex United Way needs support more than ever as it provides greater assistance to a population

experiencing economic uncertainty and unemployment as a result of the COVID-19 pandemic. Given the on-going needs of the organization and the increasing demand for its services, we are challenging those who would have participated in the past to donate directly to the United Way to help meet the needs of Elgin's most vulnerable community members. We understand that everyone's circumstances are different and some people may not be able to contribute this year.

Please see the attached report from the Elgin Middlesex United Way regarding its COVID-19 response in Elgin County.

CONCLUSION:

The County of Elgin is optimistic that this great event will resume next year. The tournament has been tentatively scheduled for June 24, 2021.

All of which is Respectfully Submitted

Dave Mennill
Warden

Approved for Submission

Julie Gonyou
Chief Administrative Officer

United Way's COVID-19 response in Elgin County

Making sure no one gets left behind is United Way's most important job as we head into an uncertain recovery.

In late March 2020, United Way Elgin Middlesex launched the Local Love in a Global Crisis community response fund to quickly deploy money and basic needs to frontline agencies where they could do the most good. By the end of July, we will have invested almost $3M across our region.

Learn more about United Way Elgin Middlesex's recent investments in Elgin County here: http://unitedwayem.ca/wp-content/uploads/2020/04/UWEM-30-06-2020EXTERNAL-GRANTS-SUMMARY.pdf

As we look ahead to the annual United Way Campaign this fall, supporting the network of frontline agencies who make up our social safety net is critical. The coronavirus crisis is deepening in our communities, creating job loss, anxiety and instability for many people and families. Building a strong Community Fund to ensure equitable access to basic needs, food, social connection and mental health supports has never been more important.

One of United Way's greatest strengths is our ability to connect and convene. We work closely with local governments, businesses, other non-profit organizations and individuals to leverage our collective power to do the most good. We look forward to working together with the Warden and County Council to improve lives locally.

Local agencies get squares to share

Local frontline agencies like the Corner Cupboard in Aylmer received much-needed boxes of toilet paper and facial tissue thanks to a donation from Kimberly-Clark facilitated by United Way Canada Centraide in partnership with United Way Elgin Middlesex.

You can read the story here:
http://unitedwayem.ca/local-agencies-now-have-squares/

How to donate to United Way

If you are able to give, please give generously. Every donation—large or small—will help local frontline services provide immediate support for people and families in a tight spot.

You can donate online here:
https://community.unitedwayem.ca/comm/SinglePageRegPledge.jsp?&SA=2232551

REPORT TO COUNTY COUNCIL

FROM: Councillor Ed Ketchabaw, Chair – Rural Initiatives and Planning Advisory Committee

DATE: July 3, 2020

SUBJECT: Elgin County 2020 Grant and Festival Events Partnership Program Allocations – Final Recommendation

RECOMMENDATION:

THAT County Council provide $3000 in funding to the STEAM Centre and $2000 to the Elgin 4-H Association through the 2020 Grant and Festival Events Partnership Program, providing 90% of funding up front with the remaining funds to be paid upon receipt of a final report.

INTRODUCTION:

A number of regularly scheduled events and programs in Elgin County have been cancelled due to the COVID-19 pandemic, provincial orders to limit gatherings, the closure of non-essential businesses and community efforts to stop the spread of the virus locally.

The purpose of this report is to summarize the 2020 Grant and Festival Events Partnership Program, Council approved allocations to date, and to make final recommendation for two (2) additional grants be awarded to the STEAM Centre and the Elgin 4-H Association.

DISCUSSION:

2020 Grant and Festival Events Partnership Program

County Council, as part of its 2020 budget process, approved a budget of $61,871 for the 2020 Grant and Festival Events Partnership Program. At its meeting on March 10, 2020, the Rural Initiatives and Planning Advisory (RIPA) Committee reviewed applications for grants from 14 community organizations totaling $82,980. Due to COVID-19 and new information provided regarding event and program cancellations in Elgin County for 2020, the RIPA Committee's initial recommendations made at its March 10th meeting were subsequently reviewed and adjusted. Preliminary revised recommendations were then forwarded to County Council for approval.

At its meeting on April 14, 2020, Elgin County Council approved funding for Tillsonburg and District Multi-Service Centre, Quad County Support Services and Second Stage Housing. At its meeting held on May 26, 2020 Elgin County Council approved

additional funding for the Eat2Learn program in the amount of $6250. All funds were granted through the Elgin County 2020 Grant and Festival Partnership Program, as recommended by the RIPA Committee:

Tillsonburg and District Multi-Service Centre	$4780
Quad County Support Services	$2000
Second Stage Housing	$13400
Eat2Learn	$6250
Total	$26,430

The above noted organizations urgently needed funding to support their services through the pandemic and each have received 90% of funding up front, with the remaining funds to be paid upon receipt of a final report.

At its meeting held on June 23, 2020 the RIPA Committee reviewed the status of outstanding grant applications and additional information provided by organizations regarding their proposals. In total five (5) grant applications were withdrawn. All agricultural fairs across the County of Elgin have cancelled their events for 2020. Applications not withdrawn included submissions from the STEAM Centre, the Elgin 4-H Association, the Elgin County Plowman's Association, and the Wallacetown Agricultural Society.

The RIPA Committee recommends that Council approve $3000 funding to the STEAM Centre, and $2000 to the Elgin 4-H Association as both organizations are adapting their programming in creative ways in order to continue to serve the community during this pandemic threat.

The STEAM Centre is redesigning programs for online learning so that students and teachers can continue to utilize programming should social distancing continue into the summer months. Virtual learning, mentorship, and leadership programs are being development to allow high school and post-secondary students to successfully complete their placements at the STEAM Centre.

The Elgin 4-H Association has been forced to cancel its in-person events; however, it is adapting so that it can continue to provide services to families in Elgin. The Association is moving meetings and instruction online using Zoom and is subsidizing memberships for families who are struggling financially during the pandemic.

The RIPA Committee does not recommend that County Council fund the application from the Wallacetown Agricultural Society since the Wallacetown Fair has been cancelled for 2020. The Committee further recommends that County Council not fund the application from the Elgin Plowman's Association as late notification has been received and their event is also cancelled for this year.

CONCLUSION:

The RIPA Committee has considered all outstanding 2020 grant proposals and finalized its recommendations within this report.

All of which is Respectfully Submitted

Councillor Ed Ketchabaw
Chair, Rural Initiatives and Planning Advisory Committee

REPORT TO COUNTY COUNCIL

FROM: Councillor Ed Ketchabaw, Chair – Rural Initiatives and Planning Advisory Committee

DATE: July 7, 2020

SUBJECT: Rural Initiatives and Planning Advisory Committee – revised Community Grant Program

RECOMMENDATIONS:

THAT the report entitled “Rural Initiatives and Planning Advisory Committee – revised Community Grant Program” submitted by Councillor Ketchabaw be received and filed; and

THAT County Council approve the revised Community Grant Program design as presented.

BACKGROUND:

Elgin County Council assigned the review of all grant applications to the Rural Initiatives and Planning Advisory (RIPA) Committee. The Committee felt strongly that improvements to the grant allocation process were required following their evaluation of the 2020 grant applications.

The Committee met on June 23rd and June 30th to review and redesign the grant allocation process in an effort to ensure funding is available to both new and established services and organizations across the County and to ensure that all applications can be evaluated in a way that treats all organizations fairly and consistently. It was important to the Committee that the following elements be incorporated into a new grant program, including: clear goals/purpose, eligibility, enhanced transparency and accountability and a revised application process. Additionally, the Committee directed that new scoring and evaluation tools be designed to support the allocations process.

The Committee feels this is an appropriate time to seek Council’s consent to launch a new Community Grant Program in September 2020. Following Council’s approval, the Committee is committed to continuing their review of the Community Grant Program over the summer months and will incorporate Council’s feedback and suggested revisions to the Community Grant Program.

The Committee recommends that Council approve a complete transformation of the way grants have been administered by the County including revised grant applications, criteria/evaluation and reporting requirements. Suggested changes to the program are reflected in the attached Community Grant Program Guides. The Community Grant Program includes three primary sub-programs: Community Services, Events and Festivals and Community Signage Program. The Community Services and Events and Festivals programs have two streams: seed grants (new organization wanting to research, test or launch something new) and cultivate grants (existing organizations wanting to enhance the quality of their program, service or event or add new features).

To evaluate the success of the new Community Grant Program, the Committee will monitor the process and the program on an ongoing basis and the Committee will collect feedback regarding the program and new process from grant recipients in 2021.

CONCLUSION:

The new Community Grant Program (CGP) invests in both established and emerging community programs that meet identified community need, build capacity and support Elgin County's Strategic Plan 2020-2022.The proposed new Community Grant Program is attached for Council's feedback and consideration.

All of which is Respectfully Submitted

Councillor Ed Ketchabaw
Chair – Rural Initiatives and Planning Advisory Committee

Attachments:

1. Community Services Application Package
2. Festival and Events Application Package
3. Community Signage Application Package

COMMUNITY GRANT PROGRAM

Community Services

ACCCESSIBLE FORMAT AVAILABLE UPON REQUEST

Elgin County

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COMMUNITY GRANT PROGRAM

Are you a non-profit community group whose primary focus for your program or service is within the County of Elgin? Do you currently offer a program or service or have plans for a program or service that responds to a community need? If you answered yes to any of these questions, **you may be eligible for up to 50% of your project, service or event up to a maximum of $10,000.**

The County of Elgin recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and quality of life for County residents. We are committed to providing modest assistance to select non-profit organizations designed to support programs, events and services across Elgin County through an annual application process. If funds permit, certain streams may have an additional intake in February.

The Community Grant Program (CGP) invests in both established and emerging community programs that meet identified community need, build capacity and support Elgin County's Strategic Plan 2020-2022. Through this program, organizations and services can strengthen their responsiveness, effectiveness and resilience.

There are two (2) funding streams, each with their own application package:

1. **Community Services**
2. **Events or Festivals**

There are two (2) types of grants available:

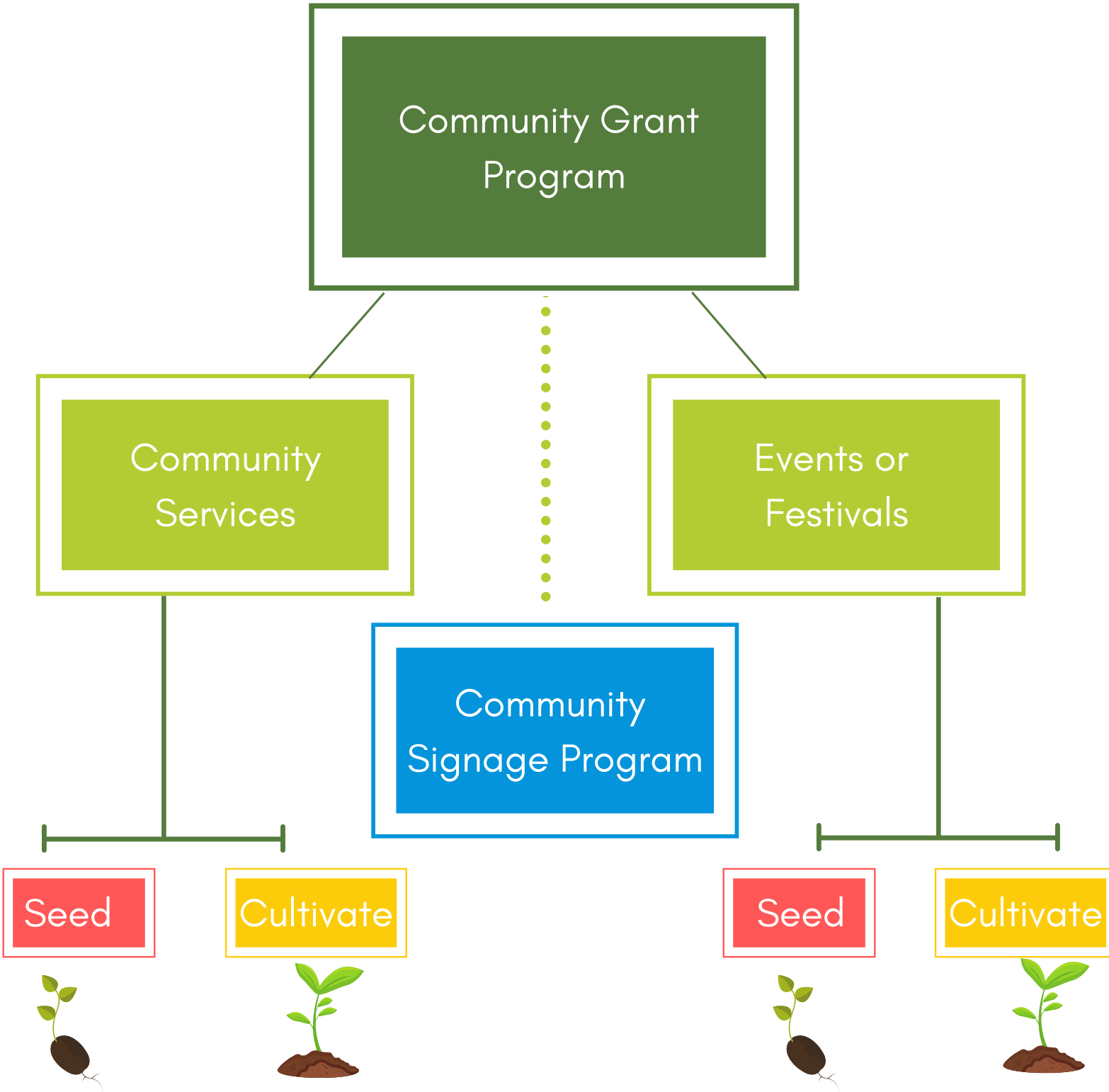
1. **Seed Grants:** Research, Test or Launch
2. **Cultivate Grants:** Renew, Enhance or Expand (build on success)

A **Community Signage Program** is also available for non-profit organizations who need signage. To learn more about the signage program, please refer to the Community Signage Program Application Package.

The CGP is designed to help fund projects, events and services that target key priorities. Please refer to the funding stream for more information. *Note*: priorities are subject to change through an annual review process by the Rural Initiatives and Planning Advisory Committee.

Note: Applicants can only submit one (1) application per year to either the Community Services funding stream OR Events and Festivals funding stream. Applicants may also submit an application to the Community Signage Program if applicable.

COMMUNITY GRANT PROGRAM



Seed Grants: Research, Test or Launch

Cultivate Grants: Renew, Enhance or Expand

Community Signage Program: See Application Package

Community Services

This funding priority supports community well-being by providing funding for capacity building resources in the non-profit social and community services sector. This stream will support the non-profit social services sector in their response to unmet, complex, and/or emerging community needs and pressures.

Community Services CGP funds are intended to be supplementary to your organization's main source(s) of revenue. CGP funds should not be considered as the primary source of funding for your program, project or service.

Qualifying organizations will provide a program, project or service that:

- provides equitable access to programs and services
- responds to community needs;
- demonstrates measurable outcomes and financial accountability; and
- collaborates to build community capacity and development.

Seed

Seed Grant: (two intakes/year*)
If you are a new community organization wanting to research the feasibility of a new community service or program, wishing to test ideas or launch something new.

Cultivate

Cultivate Grants: (one intake only)
If you are an existing community organization wishing to build on your success, grow your reach, enhance the quality of your offerings or improve your sustainability with new features, programs, services, outreach methods or revenue sources.

(* if funds are available)

APPLICATION TIMELINES

The following timelines apply to the Community Services and Festival and Events CGP:

Intake 1: Community Services & Festival and Events CGP
(applies to Seed Grants and Cultivate Grants)

September 1, 2020

- Application submission period opens
- Community Grant Program information and application available online
- Print copies available upon request [contact]

September - October 2020

- Virtual Public Information Session will be held

November 10, 2020

- Application deadline

December 10, 2020

- Rural Initiatives and Planning Advisory Committee submit recommendations to Elgin County Council

February 1, 2021

- Funding notifications are made following Council approval
- Unsuccessful applicants are notified

Funding Agreements

- Funding Agreement Forms are due within 30 days of funding notification
- A valid certificate of insurance identifying the County of Elgin as an additional insured under the insured's policy/policies of insurance must be submitted prior to proceeding with the initiative

Final Reports

- Must be received no later than November 1, 2021

APPLICATION TIMELINES

The following timelines apply to the Community Services and Festival and Events CGP:

Intake 2: Community Services - Seed Grants only (*)
(*) subject to available funds

February 15, 2021

- Application submission period for Intake 2 opens for Seed Grant applicants only
- Community Grant Program information and application available online
- Print copies available upon request: email communitygrants@elgin.ca or call 519-631-1460 x.156

March 1, 2021

- Application deadline

April 1, 2021

- Rural Initiatives and Planning Advisory Committee submit recommendations to Elgin County Council (note: this date is subject to change)

April 30, 2021

- Funding notifications are made following Council direction
- Successful and unsuccessful applicants are notified

Funding Agreements

- Funding Agreement Forms are due within 30 days of funding notification
- A valid certificate of insurance identifying the County of Elgin as an additional insured under the insured's policy/policies of insurance must be submitted prior to proceeding with the initiative

Final Reports

- Must be received no later than November 1, 2021

ELIGIBILITY

If you are planning an event or service that will have a direct impact on County residents, the Community Grant Program may be able to help!

If you answer YES to any of the following questions, you are eligible to apply (*) for the Community Services or Festivals and Events funding:

- Is your organization an incorporated not-for-profit or community association?
- Is your organization an unincorporated group or association with non-profit goals and governance structure?
- Does your organization have a charitable number?

(*) note: meeting eligibility criteria does not guarantee that you will receive funding.

The following organizations **do not qualify** (*) for the Community Services funding:

- For-profit organizations and ventures
- Fundraising or sponsorship activities
- Religious activities and religious organizations (* unless clear boundaries between religious/fundraising content and public programming in both program details and budget are confirmed)
- Political parties
- Individuals, businesses, publicly-funded institutions (i.e. Hospitals, School Boards and other County-funded organizations, including Social Services)
- Governments
- Business Improvement Associations
- Sports Teams or sponsorships

If you are successful obtaining funding through the CGP, you will be required to submit a final report before you are eligible to reapply in the future.

(*) note: if you have questions about your eligibility, please send us an email: communitygrants@elgin.ca or call 519-631-1460 x.156

ELIGIBLE EXPENSES

The CGP supports innovative initiatives and services that have a direct, measurable impact on Elgin County residents.

Allowable expenses include, but are not limited to:

- Supplies;
- Volunteer expenses;
- Professional fees (required for program delivery); and
- Other expenses will be reviewed on a case-by-case basis.

The following expenses are not eligible for CGP funding:

- Operating Expenses (staffing, wages, benefits)
- Capital projects
- Deficit reduction
- Retroactive activity, program or event
- HST

(*) note: if you have questions about your eligibility, please send us an email: communitygrants@elgin.ca or call 519-631-1460 x.156

REVIEW PROCESS

Generally, the County receives more grant requests than it can fund. A careful and consistent review of all applications is critical to ensuring funds are allocated in a way that treats all organizations fairly and consistently and ensures grants are available throughout the County.

Elgin County Council assigned the review of all grant applications to the Rural Initiatives and Planning Advisory (RIPA) Committee. County Council provides final approval for all grant allocations, as recommended by the RIPA Committee.

Staff review applications for completeness and conduct a preliminary financial analysis. Qualifying applications will be sent to RIPA Committee Members, who then conduct an independent assessment of the applications, using program-specific scoring matrices designed for each funding stream. The RIPA Committee then meets as a team to complete a team assessment prior to submitting recommendations to County Council.

COMMUNITY SERVICES PROGRAM CRITERIA

The Community Services initiative must strive to respond to community needs in a creative and sustainable way, while attracting people to live, work and play in Elgin County.

- The initiative must be free or low-cost to participants;
- The targeted audience should be County of Elgin residents and visitors;
- Grant funds can only be used for the initiative itself and are not considered to be a sponsorship;
- Applicants must obtain required permits, clearances, insurance and any required authorization and pay any associated fees in a timely manner;
- Organizations receiving CGP funding must acknowledge the support of the County of Elgin where appropriate, including print and website marketing; and
- Applicants cannot receive additional funding from the County of Elgin, with the exception of the Community Signage Program.

IMPACT ASSESSMENT

The assessment of eligible proposals will be based on total scores from a proposal evaluation. The scoring matrix is included in this package along with the application form. Criteria includes, but may not be limited to:

- **Organization Overview:** How the organization's mandate/mission or goals ensure value-added service to Elgin County residents, along with organization's history and sources of funding.
- **Design:** Alignment with the CGP priorities, as well as the needs of the target populations for the funding and how their needs will be met.
- **Needs/Impacts:** The importance of the funding to the continued capacity of the organization, contribution to the sector, and the organization's ability to achieve funding priorities and outcomes, targeting areas of the County facing the greatest need.
- **Transparency/Accountability:** The organization's ability to articulate and deliver their plan to meet their service mandate as well as their outcomes and reporting strategy.
- **Cultivation/Renewal (* applies to Cultivate Grants only):** Innovative service delivery and enhancements to program design.

EVALUATION

Excellent Application (final score of 80 or above): Applicant demonstrates strong program, project or service merit and alignment to funding priorities. The RIPA Committee will prioritize these applicants for funding consideration.

Fair Application (final score between 60 and 79): Applicant demonstrates good program, project or service merit and alignment to funding priorities. The RIPA Committee will recommend funding to these applicants, prioritizing higher scoring applications until program area funds are exhausted.

Failed Application (final score below 60): Applicant fails to demonstrates program, project or service merit and/or alignment to funding priorities. The RIPA will not recommend funding to these applicants.

REPORTING

Recipients will be required to submit an annual outcome report and reconciliation process in accordance with the terms and conditions set out in the Contribution Agreement. This report must demonstrate that grant funds were spent on the program, project or service as described in the application. This important step ensures the County can keep rate payers informed of how their money was spent and the impact of the Community Grant Program. This may include, but is not limited to:

- Financial Statement with actual program costs
- Program, project or service summary
- Outcome/Evaluation Report including available statistics and metrics; and
- Special conditions, as required by the County.

All final reports submitted by recipients will be reviewed by the RIPA Committee, Elgin County Council and will be publicly available on the County's website.

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Introduction

These definitions have been prepared by the County of Elgin to provide additional clarity around the terms used in the Community Grant Program. Please note that the language and definitions used are intended to be as inclusive as the breadth and depth of each funding program and may differ from definitions used by other funding programs.

Activity - activities includes programs and/or events that have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis. Activities must occur on a recurring basis, e.g. annually or seasonally.

Capacity Building - a process that strengthens four pillars - relevance, responsiveness, effectiveness and resilience of organizations.

Capital Grant - a capital grant provides financial support towards building upgrades and technical or specialized equipment.

Capital Improvement - a capital improvement is the addition of a permanent structural change or the restorations of some aspect of a property that will either enhance the property's overall value, prolongs its useful life, or adapts it to new uses.

Community - a group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.

Community Grant Program - a funding program for established and emerging programs, services, events/festivals that meet identified community need, build capacity and support Elgin County's Strategic Plan.

Community Identity - the unique people, places and things that honour Elgin's past, celebrate its present and envisions its future.

Community Impact - the way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

Cultivate Grant - Programs, services or festivals and events that are planning to renew, enhance or expand (building upon success)

Emerging Organization - a not-for profit organization that has been incorporated for between one and four years and has a history of sustained activity on an annual basis.

Established Organization - a not-for profit organization that has been incorporated for five (5) or more years and has a history of sustained activity.

GLOSSARY OF TERMS

Event - a single one-off single activity, occurrence or celebration, typically taking place over a concentrated period of time, such as a few hours. Examples of events are rallies, demonstrations, single performances or other single artistic activities.

Economic Impact - Economic Impact is the effect that a particular program, festival, or event may have on the economy. Direct and indirect results can be measured in the changes to employment, membership, spending, participation, etc.

Grant - a sum of money given by the County of Elgin for a particular purpose.

In-Kind - a contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value.

Not-for-profit - is an organization who:

- is dedicated to purposes other than pursuing a profit;
- Is a corporation without share capital, which means that the corporation does not issue ownership shares;
- may not distribute any profits to its members, directors or officers;
- must use any profit exclusively for its not-for-profit purposes; and
- includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

Operating Grant - an operating grant provides support for the day-to-day costs of running a not-for-profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

Project Grant - Project grant programs provide one-time funding for time-limited projects.

Professional Services/Consultant - fees paid to outside professionals for expertise; consultants, branding agencies, specific support workers, website designers. These professional are considered experts in their field and your organization or its parenting company do not have expertise to provide this specific service. Contracts with program providers, facilitators or presenters are not allowed.

Public Access - public access implies that any member of the public may attend or participate whether the activity is free or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.

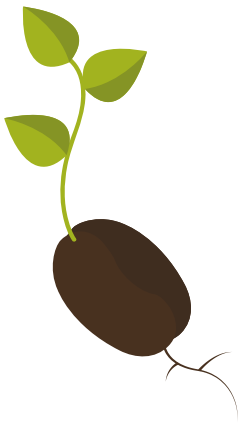
Seed Grant - *Programs, services or festivals and events that are planning to research, test or launch something new.*

COMMUNITY GRANT PROGRAM

SEED GRANT APPLICATION

APPLICATION

Seed



FUNDING

To ensure this funding has the most impact across the County, grants will not exceed 50% of the eligible costs of the Community Services initiative (up to a maximum of $10,000) and does not focus on providing funding for operating expenses of your organization.

The County would like to encourage renewal, growth and the evolution of services and events in the County. This funding is not to be regarded as a commitment by the County to provide on-going assistance in future years and submission of an application does not guarantee that you will be awarded all or part of your grant request. Funding is provided to your organization/association once you are approved.

Here are some other things to keep in mind:

- Projects, events or services must be completed within the calendar year;
- You can submit one (1) application to either of the two (2) funding streams (Community Services, Events or Festivals) in addition to an application to the Community Signage Grant stream if applicable.
- The money has to be used in a way that has a clear and obvious impact on Elgin County residents;
- The impact on County residents must be measurable;
- We need to see that you have secured other sources of funding;
- Funding requests may be reduced or enhanced in value at the discretion of the County to support a wider range of initiatives;
- Grants may be awarded with certain terms and conditions;
- The County is not obligated to allocate funds to any organization, even if they meet the eligibility requirements;
- We'll let you know in writing if your application is successful or if your application was not approved;
- All materials that you submit as part of your application and your final report will be shared publicly to ensure accountability and transparency;
- The amount of funding in the Community Grant Program is limited to the availability of Council approved municipal funds.

HOW DO I APPLY?

Are you applying for a Seed Grant? Are you a new community organization wanting to research the feasibility of a new community service or program, wishing to test ideas or launch something new? If so, please complete a **SEED GRANT APPLICATION**.

OR, are you applying for a Cultivate Grant? Are you are an existing community organization wishing to grow your reach, impact, enhance the quality of your offerings or improve your sustainability with new features, program, services, outreach methods or revenue sources? If so, please complete a **CULTIVATE GRANT APPLICATION**.

Submit Online

- You have the option of completing the application and uploading supplementary information online through the County's Website [dedicated page to be created].

Submit Print Copy

- If you'd rather not submit your application package electronically, please download the application package online or request a print copy from staff (communitygrants@elgin.ca or 519-631-1460 x.156) and either drop off or mail your application to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk (Community Grant Program)
450 Sunset Drive, St. Thomas ON
N5R 5V1

Application Details

- Late applications will not be accepted.
- Funding applications can not be submitted by County of Elgin employees, Councillors or Local Municipal Partners.
- Your organization or association may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss your application.
- Applicants are responsible for reviewing all application materials, eligibility requirements, program priorities and monitoring requirements prior to submitting an application.

Seed

Scoring Matrix
Community Services - Seed Grants

Organization Overview:
(score /5)

- **Includes application questions 1-5**
- How organization serves Elgin County, legal status and governance structure;
- Mandate or mission statement; and
- Organization history and sources of funding.

Design
(score /30)

- **Includes application questions 6-10**
- Detailed, clear description of initiative
- Shows strong evidence that resources are targeted and aligned to areas of the County facing greatest need or greatest inequities.
- Details of key dates and scheduled activities for initiative provided
- Shows evidence of careful planning

Needs/Impact
(score /40)

- **Includes application questions 11-14**
- Initiative significantly aligns with Community Grant Program priorities
- Details intended reach and collection of participant information
- Community need clearly described and substantiated
- Very evident how this initiative will enhance the community
- Has the strong potential to achieve lasting, positive impact
- Shows evidence that initiative will increase participation and engage persons with disabilities.

Efficiency, Transparency and Accountability
(score /25)

- **Includes application questions 15-17**
- Details the importance of the funding to the continued capacity of the organization, contribution to the sector, and the organization's ability to achieve funding priorities and outcomes
- The organization is able to clearly articulate how they will deliver their plan to meet their service mandate
- Provides all required budget information (organization's budget and initiative budget)
- Details other sources of funding
- Details outcomes and reporting strategy

COMMUNITY SERVICES APPLICATION
SEED GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Instructions

1. Print this application and complete a hard copy, or
2. Fill out a fillable PDF online.
3. Ensure your application is complete (refer to the checklist on last page of the application).

General Organization/Applicant Information

Name: _____

Title: _____

Organization: _____

Service or Program: _____

Grant request (in dollars*): $ _____

(request should represent no more than 50% of the total program, project or service budget and must not exceed $10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc.) and your governance structure (board of directors, etc.): (max 100 words)

2.) What is your organization's mandate or Mission Statement: (max 100 words)

3.) Please describe your organization's history and provide details of how your organization is funded: (max 100 words)

4.) List and describe the initiative implementation team, including: Board of Directors, staff, volunteers, etc. How does this team reflect Elgin County? (max. 200 words)

5.) Who will be the key contact and lead for this initiative? Describe their expertise and background. (max. 200 words)

Design

6.) Please provide an overall description of the program/service/event you are proposing. (max. 200 words)

7.) What are the key priorities and outcomes for your program, project or service? (max. 200 words)

8.) Please provide details of key dates and scheduled activities for initiative. (max. 200 words)

9.) What does success look like for your program, project or service? How will you measure success and track community benefit? Please be as specific as possible. (max. 200 words)

10.) What steps are you taking to ensure a well-planned initiative? (max. 200)

Needs/Impact

11.) Please describe how widely the services are accessible to the target population. (max. 100 words)

a. How are the resources targeted and aligned to areas of the County facing greatest need or greatest inequities. (max. 200 words)

12.) How many people will your initiative reach? Please let us know how many Elgin County residents you intend to reach and how you will gather this information. (max. 200 words)

13.) What are the key priorities and outcomes for your program, project or service? (max. 200 words)

14.) How will your initiative accommodate increased participation and engage persons with disabilities that would otherwise not be able to participate? (max. 100 words)

Efficiency/Transparency & Accountability

15.) A detailed budget of your program, project, service, festival or event is required. Your budget must represent the entire program, including all revenues, expenses and in-kind contributions. Keep in mind that a good budget is realistic, thorough, detailed and is reflective of your application. Please attach your Organization's Budget Information and Initiative Budget Information to your application.

Organization's Budget Information

a.) Revenue and expenses for previous year (provide audited financial statements if available)

c.) Provide an explanation of line items (e.g. annual membership fees or notes for significant variances)

Initiative Budget Information

Please attach Organization's Budget Information and Initiative Budget Information to your application.

a.) Provide initiative expenses for the request year and provide an explanation of line items, including breakdowns

b.) Provide information about other sources of funding, including in-kind support (estimated volunteer hours, government funding, sponsorships)

16.) Please describe why this funding is important to the continued capacity of your organization, contribution to the community services sector and your organization's ability to achieve its priorities and outcomes? Please be as specific as possible. The details must relate to the proposed budget. (max. 200 words)

17.) Have you secured other sources of funding for this program or service? If yes, please provide more information. (max. 100)

COMMUNITY SERVICES APPLICATION
SEED GRANTS ONLY

Application Checklist:

- ☑ Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- ☑ Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- ☑ I have read the Terms and Conditions.
- ☑ Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the initiative for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: _____
Position: _____
Signature: _____

Name: _____
Position: _____
Signature: _____

Applicants should mail, email or deliver a signed copy of the Application Form, Terms and Conditions and supporting materials to: communitygrants@elgin.ca or mail to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1

TERMS AND CONDITIONS

If your application is successful and you receive a CGP contribution for your Community Service or Festival or Event, the following Terms and Conditions apply. When you sign off on the application form, you consent to having reviewed and consent to abiding by the following Terms and Conditions:

1. Once a contribution is approved, the amount of the contribution will not increase.
2. Because funding is limited, applications will be evaluated based on the eligibility and evaluation criteria.
3. Any events, programs, services or events conducted on municipal property will be carried out in partnership with the department/municipality involved. All such applications must be reviewed by the municipal contact prior to submission and a letter of support from the relevant department is required.
4. Applications/Applicants will be considered only if they are submitted before the project begins and any eligible costs associated with the project are incurred. Programs, projects, services, festivals will not be funded retroactively.
5. Organizations that receive contributions through the CGP must acknowledge the support of the County of Elgin in all advertising, publicity, signage, etc. related to the program, project, service, festival or event. Logo usage pertaining to the County of Elgin must be approved by: [contact] prior to use or inclusion in any marketing or communications materials.
6. CGP contribution approval in a given year does not set a precedent or guarantee approval for future years. All applicants are subject to a fresh review and must reapply each year.
7. CGP recipients (and their sponsors, if applicable) are entirely responsible for planning promoting, staffing and all other resources required for their program, project, service, event or festival. The County will not be involved.
8. CGP recipients will be responsible for conducting surveys and/or use metrics to measure impact.
9. Recipients agree to indemnify and hold harmless the County of Elgin from any and all claims arising out of the providing/withdrawal of funds or any other use of contributions provided as a result of the CGP process.
10. All applicants consent to the public release and County use of information contained in their applications and reports submitted to the CGP and agree that the content of the application may form a public record that can be accessed by the public.
11. If information in the application proves to be inaccurate or if the project is not completed in accordance with the application information, or if the applicant does not follow the CGP Terms and Conditions, the County of Elgin reserves the right, at its sole discretion, to withhold payment and not issue any further funds.
12. The County of Elgin shall have the right to review the applicant's financial information and records regarding the CGP.
13. By accepting the CGP contribution, the applicant consents to the release to the County of Elgin of financial/project information by any other organization providing funding or financial support to the applicant regarding the same project.

[end of Community Services - Cultivate Grant Application]

COMMUNITY GRANT PROGRAM

CULTIVATE GRANT APPLICATION

APPLICATION

Cultivate

FUNDING

To ensure this funding has the most impact across the County, grants will not exceed 50% of the eligible costs of the Community Services initiative (up to a maximum of $10,000) and does not focus on providing funding for operating expenses of your organization.

The County would like to encourage renewal, growth and the evolution of services and events in the County. This funding is not to be regarded as a commitment by the County to provide on-going assistance in future years and submission of an application does not guarantee that you will be awarded all or part of your grant request. Funding is provided to your organization/association once you are approved.

Here are some other things to keep in mind:

- Projects, events or services must be completed within the calendar year;
- You can submit one (1) application to either of the two (2) funding streams (Community Services, Events or Festivals) in addition to an application to the Community Signage Grant stream if applicable.
- The money has to be used in a way that has a clear and obvious impact on Elgin County residents;
- The impact on County residents must be measurable;
- We need to see that you have secured other sources of funding;
- Funding requests may be reduced or enhanced in value at the discretion of the County to support a wider range of initiatives;
- Grants may be awarded with certain terms and conditions;
- The County is not obligated to allocate funds to any organization, even if they meet the eligibility requirements;
- We'll let you know in writing if your application is successful or if your application was not approved;
- All materials that you submit as part of your application and your final report will be shared publicly to ensure accountability and transparency;
- The amount of funding in the Community Grant Program is limited to the availability of Council approved municipal funds.

HOW DO I APPLY?

Are you applying for a Seed Grant? Are you a new community organization wanting to research the feasibility of a new community service or program, wishing to test ideas or launch something new? If so, please complete a **SEED GRANT APPLICATION**.

OR, are you applying for a Cultivate Grant? Are you are an existing community organization wishing to grow your reach, impact, enhance the quality of your offerings or improve your sustainability with new features, program, services, outreach methods or revenue sources? If so, please complete a **CULTIVATE GRANT APPLICATION**.

Submit Online

- You have the option of completing the application and uploading supplementary information online through the County's Website [dedicated page to be created].

Submit Print Copy

- If you'd rather not submit your application package electronically, please download the application package online or request a print copy from staff (communitygrants@elgin.ca or 519-631-1460 x.156) and either drop off or mail your application to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk (Community Grant Program)
450 Sunset Drive, St. Thomas ON
N5R 5V1

Application Details

- Late applications will not be accepted.
- Funding applications can not be submitted by County of Elgin employees, Councillors or Local Municipal Partners.
- Your organization or association may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss your application.
- Applicants are responsible for reviewing all application materials, eligibility requirements, program priorities and monitoring requirements prior to submitting an application.

Scoring Matrix
Community Services - Cultivate Grants

Organization Overview

(score /5)

- **Includes application questions 1-5**
- How organization serves Elgin County, legal status and governance structure;
- Mandate or mission statement; and
- Organization history and sources of funding.

Design

(score /25)

- **Includes application questions 6-10**
- Detailed, clear description of initiative
- Resources are targeted and aligned to areas of the County facing greatest need or greatest inequities.
- Details of key dates and scheduled activities for initiative provided
- Shows evidence of careful planning

Needs/Impact

(score /30)

- **Includes application questions 11-13**
- Initiative significantly aligns with Community Grant Program priorities
- Details intended reach and collection of participant information
- Community need clearly described and substantiated
- Very evident how this initiative will enhance the community
- Has the strong potential to achieve lasting, positive impact
- Shows evidence that initiative will increase participation and engage persons with disabilities

Cultivation/Renewal

(score /20)

- **Includes application questions 14-15**
- Evidence of innovative service delivery and enhancements to program design
- Initiative has clear, specific set of goals and objectives
- Timeline is clear, specific and obtainable
- Impact is measurable, data is obtainable
- Method of evaluation of the initiative's results is identified and clearly stated.

Efficiency, Transparency and Accountability

(score /20)

- **Includes application questions 16-18**
- Details the importance of the funding to the continued capacity of the organization, contribution to the sector, and the organization's ability to achieve funding priorities and outcomes
- The organization is able to clearly articulate how they will deliver their plan to meet their service mandate
- Provides all required budget information (organization's budget and initiative budget)
- Details other sources of funding
- Details outcomes and reporting strategy

COMMUNITY SERVICES APPLICATION
CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Instructions

1. Print this application and complete a hard copy, or
2. Fill out a fillable PDF online.
3. Ensure your application is complete (refer to the checklist on last page of the application).

General Organization/Applicant Information

Name: _____

Title: _____

Organization: _____

Service or Program: _____

Grant request (in dollars*): $ _____

(request should represent no more than 50% of the total program, project or service budget and must not exceed $10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc.) and your governance structure (board of directors, etc.): (max 100 words)

2.) What is your organization's mandate or Mission Statement: (max 100 words)

3.) Please describe your organization's history and provide details of how your organization is funded: (max 100 words)

4.) List and describe the initiative implementation team, including: Board of Directors, staff, volunteers, etc. How does this team reflect Elgin County? (max. 200 words)

5.) Who will be the key contact and lead for this initiative? Describe their expertise and background. (max. 200 words)

COMMUNITY SERVICES APPLICATION
CULTIVATE GRANTS ONLY

Design

6.) Please provide an overall description of the program/service/event you are proposing. (max. 200 words)

7.) What are the key priorities and outcomes for your program, project or service? (max. 200 words)

8.) Please provide details of key dates and scheduled activities for initiative. (max. 200 words)

9.) What does success look like for your program, project or service? How will you measure success and track community benefit? Please be as specific as possible. (max. 200 words)

10.) What steps are you taking to ensure a well-planned initiative? (max. 200)

Needs/Impact

11.) Please describe how widely the services are accessible to the target population. (max. 100 words)

a. How are the resources targeted and aligned to areas of the County facing greatest need or greatest inequities? (max. 200 words)

12.) How many people will your initiative reach? Please let us know how many Elgin County residents you intend to reach and how you will gather this information. (max. 200 words)

13.) How will your initiative accommodate increased participation and engage persons with disabilities that would otherwise not be able to participate? (max. 100 words)

Cultivate/Renewal

14.) Have you delivered this initiative before? If you have, please tell us more about how your program is "growing" and what, if any, changes you are making to your initiative. (max. 200 words)

15.) Cultivate Grants support projects that are designed to increase the impact and/or quality of a program or service. If you are applying for a Cultivate Grant, what is the primary activity that you will focus on (please select one):

a. Replicate a program/service/feature
How will you accomplish this? (max. 200 words)

b. Launch a new program or adapt a program/service/feature
How will you accomplish this? (max. 200 words)

c. Scale up a program/service/event currently being delivered, thus impacting more people
How will you accomplish this? (max. 200 words)

d. Improve the quality of a program/service/event currently delivered to increase impact
How will you accomplish this? (max. 200 words)

e. Other (please describe how you will increase the impact and/or quality of your program or service? (max. 200 words)

Efficiency/Transparency & Accountability

16.) A detailed budget of your program, project, service, festival or event is required. Your budget must represent the entire program, including all revenues, expenses and in-kind contributions. Keep in mind that a good budget is realistic, thorough, detailed and is reflective of your application. Please attach your Organization's Budget Information and Initiative Budget Information to your application.

Organization's Budget Information

a.) Revenue and expenses for previous year (provide audited financial statements if available)

c.) Provide an explanation of line items (e.g. annual membership fees or notes for significant variances)

Initiative Budget Information

Please attach Organization's Budget Information and Initiative Budget Information to your application.

a.) Provide initiative expenses for the request year and provide an explanation of line items, including breakdowns

b.) Provide information about other sources of funding, including in-kind support (estimated volunteer hours, government funding, sponsorships)

17.) Please describe why this funding is important to the continued capacity of your organization, contribution to the community services sector and your organization's ability to achieve its priorities and outcomes? Please be as specific as possible. The details must relate to the proposed budget. (max. 200 words)

18.) Have you secured other sources of funding for this program or service? If yes, please provide more information. (max. 100)

COMMUNITY SERVICES APPLICATION
CULTIVATE GRANTS ONLY

Application Checklist:

- ☑ Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- ☑ Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- ☑ I have read the Terms and Conditions.
- ☑ Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the initiative for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: _____
Position: _____
Signature: _____

Name: _____
Position: _____
Signature: _____

Applicants should mail, email or deliver a signed copy of the Application Form, Terms and Conditions and supporting materials to: communitygrants@elgin.ca or mail to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1

TERMS AND CONDITIONS

If your application is successful and you receive a CGP contribution for your Community Service or Festival or Event, the following Terms and Conditions apply. When you sign off on the application form, you consent to having reviewed and consent to abiding by the following Terms and Conditions:

1. Once a contribution is approved, the amount of the contribution will not increase.
2. Because funding is limited, applications will be evaluated based on the eligibility and evaluation criteria.
3. Any events, programs, services or events conducted on municipal property will be carried out in partnership with the department/municipality involved. All such applications must be reviewed by the municipal contact prior to submission and a letter of support from the relevant department is required.
4. Applications/Applicants will be considered only if they are submitted before the project begins and any eligible costs associated with the project are incurred. Programs, projects, services, festivals will not be funded retroactively.
5. Organizations that receive contributions through the CGP must acknowledge the support of the County of Elgin in all advertising, publicity, signage, etc. related to the program, project, service, festival or event. Logo usage pertaining to the County of Elgin must be approved by: [contact] prior to use or inclusion in any marketing or communications materials.
6. CGP contribution approval in a given year does not set a precedent or guarantee approval for future years. All applicants are subject to a fresh review and must reapply each year.
7. CGP recipients (and their sponsors, if applicable) are entirely responsible for planning promoting, staffing and all other resources required for their program, project, service, event or festival. The County will not be involved.
8. CGP recipients will be responsible for conducting surveys and/or use metrics to measure impact.
9. Recipients agree to indemnify and hold harmless the County of Elgin from any and all claims arising out of the providing/withdrawal of funds or any other use of contributions provided as a result of the CGP process.
10. All applicants consent to the public release and County use of information contained in their applications and reports submitted to the CGP and agree that the content of the application may form a public record that can be accessed by the public.
11. If information in the application proves to be inaccurate or if the project is not completed in accordance with the application information, or if the applicant does not follow the CGP Terms and Conditions, the County of Elgin reserves the right, at its sole discretion, to withhold payment and not issue any further funds.
12. The County of Elgin shall have the right to review the applicant's financial information and records regarding the CGP.
13. By accepting the CGP contribution, the applicant consents to the release to the County of Elgin of financial/project information by any other organization providing funding or financial support to the applicant regarding the same project.

[end of Community Services - Cultivate Grant Application]

COMMUNITY GRANT PROGRAM

Festivals and Events

ACCCESSIBLE FORMAT AVAILABLE UPON REQUEST

Elgin County

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COMMUNITY GRANT PROGRAM

Are you a non-profit community group whose primary focus for your program or service is within the County of Elgin? Do you currently offer a program or service or have plans for a program or service that responds to a community need? If you answered yes to any of these questions, **you may be eligible for up to 50% of your project, service or event up to a maximum of $10,000.**

The County of Elgin recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and quality of life for County residents. We are committed to providing modest assistance to select non-profit organizations designed to support programs, events and services across Elgin County through an annual application process. If funds permit, certain streams may have an additional intake in February.

The Community Grant Program (CGP) invests in both established and emerging community programs that meet identified community need, build capacity and support Elgin County's Strategic Plan 2020-2022. Through this program, organizations and services can strengthen their responsiveness, effectiveness and resilience.

There are two (2) funding streams, each with their own application package:

1. **Community Services**
2. **Events or Festivals**

There are two (2) types of grants available:

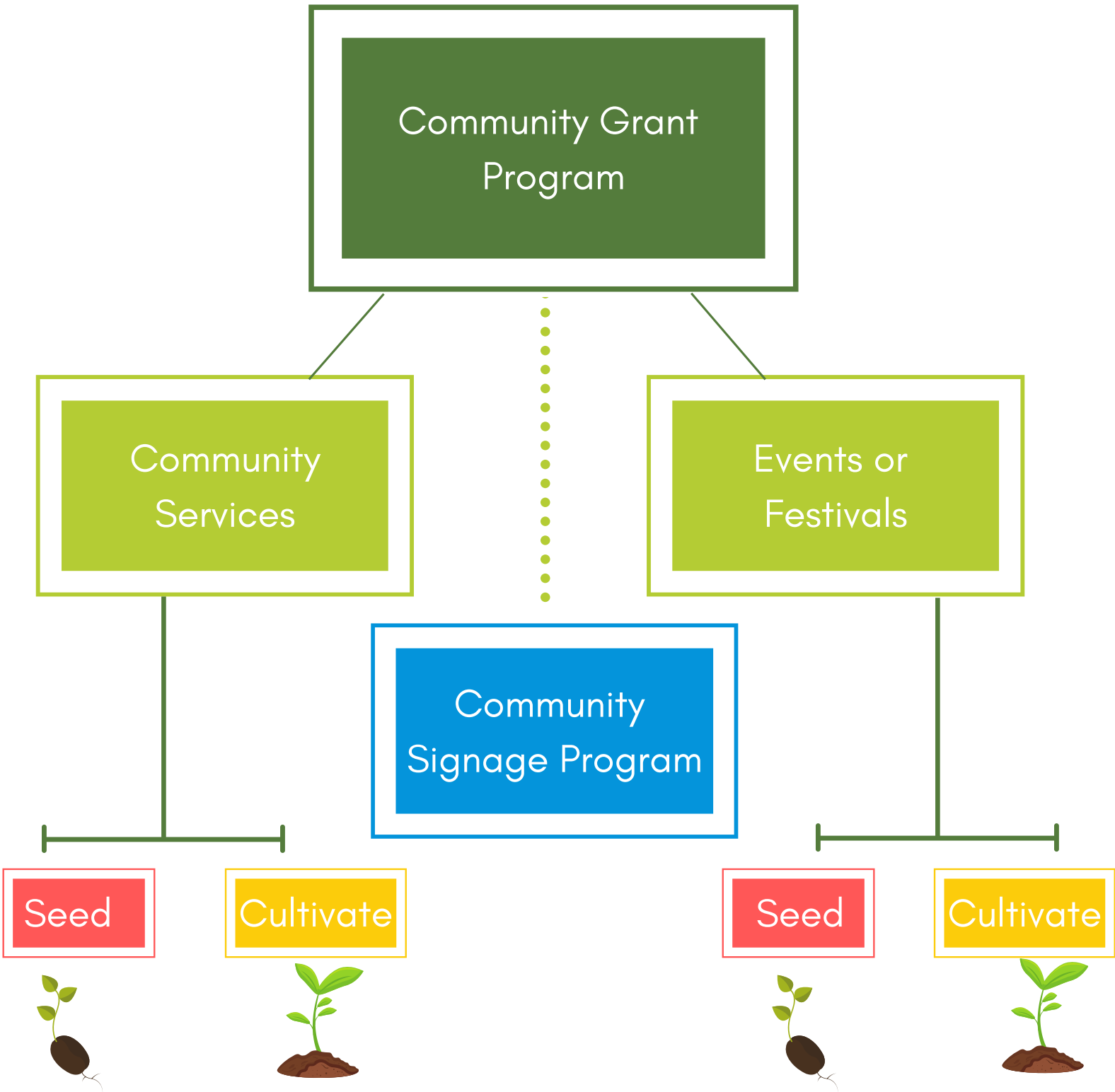
1. **Seed Grants:** Research, Test or Launch
2. **Cultivate Grants:** Renew, Enhance or Expand (build on success)

A **Community Signage Program** is also available for non-profit organizations who need signage. To learn more about the signage program, please refer to the Community Signage Program Application Package.

The CGP is designed to help fund projects, events and services that target key priorities. Please refer to the funding stream for more information. *Note*: priorities are subject to change through an annual review process by the Rural Initiatives and Planning Advisory Committee.

Note: Applicants can only submit one (1) application per year to either the Community Services funding stream OR Events and Festivals funding stream. Applicants may also submit an application to the Community Signage Program if applicable.

COMMUNITY GRANT PROGRAM



Seed Grants: Research, Test or Launch

Cultivate Grants: Renew, Enhance or Expand

Community Signage Program: See Application Package

EVENTS OR FESTIVALS GRANT PROGRAM

Events or Festivals

This funding priority supports events or festivals that help make Elgin County the place where people want to live, work and play. If you are planning a new event or festival (Seed Grant) or interested in enhancing or building on the success of an established event or festival (Cultivate Grant) you may qualify for funding through the Community Grant Program.

Qualifying organizations will provide a festival or event that is aimed at:

- providing equitable access to events and festivals;
- attracts visitors to Elgin County;
- promotes and retains local spending;
- demonstrating measurable outcomes and financial accountability;
- engaging the public in strengthening and celebrating community identity; and
- collaborating to build community capacity and development.

Seed

Seed Grant: (two intakes/year*)
If you are a new community organization wanting to hold a new or innovative event or festival.

Cultivate

Cultivate Grants: (one intake only)
If you are an existing community organization hoping to build on the success you've had offering an event or festival in the past.

(* if funds are available)

APPLICATION TIMELINES

The following timelines apply to the Community Services and Festival and Events CGP:

Intake 1: Community Services & Events and Festivals CGP
(applies to Seed Grants and Cultivate Grants)

September 1, 2020

- Application submission period opens
- Events and Festivals Grant Program information and application available online
- Print copies available upon request (communitygrants@elgin.ca or 519-631-1460 x.156)

September - October 2020

- Virtual Public Information Session will be held

November 10, 2020

- Application deadline

December 10, 2020

- Rural Initiatives and Planning Advisory Committee submit recommendations to Elgin County Council

February 1, 2021

- Funding notifications are made following Council approval
- Unsuccessful applicants are notified

Funding Agreements

- Funding Agreement Forms are due within 30 days of funding notification
- A valid certificate of insurance identifying the County of Elgin as an additional insured under the insured's policy/policies of insurance must be submitted prior to proceeding with the initiative

Final Reports

- Must be received no later than November 1, 2021

APPLICATION TIMELINES

The following timelines apply to the Community Services and Events and Festivals CGP:

Intake 2: Events and Festivals Program - Seed Grants only (*)
(*) subject to available funds

February 15, 2021

- Application submission period for Intake 2 opens for Seed Grant applicants only
- Events and Festivals Grant Program information and application available online
- Print copies available upon request: email communitygrants@elgin.ca or call 519-631-1460 x.156

March 1, 2021

- Application deadline

April 1, 2021

- Rural Initiatives and Planning Advisory Committee submit recommendations to Elgin County Council (note: this date is subject to change)

April 30, 2021

- Funding notifications are made following Council direction
- Successful and unsuccessful applicants are notified

Funding Agreements

- Funding Agreement Forms are due within 30 days of funding notification
- A valid certificate of insurance identifying the County of Elgin as an additional insured under the insured's policy/policies of insurance must be submitted prior to proceeding with the initiative

Final Reports

- Must be received no later than November 1, 2021

ELIGIBILITY

If you are planning an event or festival that will have a direct impact on County residents, the Community Grant Program may be able to help!

If you answer YES to any of the following questions, you are eligible to apply (*) for the Events or Festivals funding:

- Is your organization an incorporated not-for-profit or community association?
- Is your organization an unincorporated group or association with non-profit goals and governance structure?
- Does your organization have a charitable number?

(*) note: meeting eligibility criteria does not guarantee that you will receive funding.

The following organizations **do not qualify** (*) for funding through the Community Grant Program:

- For-profit organizations and ventures
- Fundraising or sponsorship activities
- Religious activities and religious organizations (* unless clear boundaries between religious/fundraising content and public programming in both program details and budget are confirmed)
- Political parties
- Individuals, businesses, publicly-funded institutions (i.e. Hospitals, School Boards and other County-funded organizations, including Social Services)
- Governments
- Business Improvement Associations
- Sports Teams or sponsorships

If you are successful obtaining funding through the CGP, you will be required to submit a final report before you are eligible to reapply in the future.

(*) note: if you have questions about your eligibility, please send us an email: communitygrants@elgin.ca or call 519-631-1460 x.156

ELIGIBLE EXPENSES

The CGP supports innovative events or festivals that have a direct, measurable impact on Elgin County residents.

Allowable expenses include, but are not limited to:

- Supplies;
- Volunteer expenses;
- Professional fees (required for the event or festival); and
- Other expenses will be reviewed on a case-by-case basis.

The following expenses are not eligible for CGP funding:

- Operating Expenses (staffing, wages, benefits)
- Capital projects
- Deficit reduction
- Retroactive activity, program or event
- HST

(*) note: if you have questions about your eligibility, please send us an email: communitygrants@elgin.ca or call 519-631-1460 x.156

REVIEW PROCESS

Generally, the County receives more grant requests than it can fund. A careful and consistent review of all applications is critical to ensuring funds are allocated in a way that treats all organizations fairly and consistently and ensures grants are available throughout the County.

Elgin County Council assigned the review of all grant applications to the Rural Initiatives and Planning Advisory (RIPA) Committee. County Council provides final approval for all grant allocations, as recommended by the RIPA Committee.

Staff review applications for completeness and conduct a preliminary financial analysis. Qualifying applications will be sent to RIPA Committee Members, who then conduct an independent assessment of the applications, using program-specific scoring matrices designed for each funding stream. The RIPA Committee then meets as a team to complete a team assessment prior to submitting recommendations to County Council.

EVENT AND FESTIVAL GRANT PROGRAM CRITERIA

The Event or Festival that you are planning must strive to respond to community needs in a creative and sustainable way, while attracting people to live, work and play in Elgin County.

- The initiative must be free or low-cost to participants;
- The targeted audience should be County of Elgin residents and visitors;
- Grant funds can only be used for the event or festival itself and are not considered to be a sponsorship;
- Applicants must obtain required permits, clearances, insurance and any required authorization and pay any associated fees in a timely manner;
- Organizations receiving CGP funding must acknowledge the support of the County of Elgin where appropriate, including print and website marketing; and
- Applicants cannot receive additional funding from the County of Elgin, with the exception of the Community Signage Program.

IMPACT ASSESSMENT

The assessment of eligible proposals will be based on total scores from a proposal evaluation. The scoring matrix is included in this package along with the application form. Criteria includes, but may not be limited to:

- **Organization Overview:** How the organization's mandate/mission or goals ensure value-added service to Elgin County residents, along with organization's history and sources of funding.
- **Event or Festival Design:** Alignment with the CGP priorities, as well as the needs of the target populations for the funding and how their needs will be met.
- **Needs/Impacts:** The importance of the funding to the continued capacity of the organization and the organization's ability to achieve priorities and outcomes, targeting areas of the County facing the greatest need.
- **Transparency/Accountability:** The organization's ability to articulate and deliver their plan to meet their mandate as well as their outcomes and reporting strategy.
- **Cultivation/Renewal (* applies to Cultivate Grants only):** Events or festivals that show evidence that they are building on the success of an event or festival previously held for Elgin County residents and visitors.

EVALUATION

Excellent Application (final score of 80 or above): Applicant demonstrates strong event or festival design and alignment to funding priorities. The RIPA Committee will prioritize these applicants for funding consideration.

Fair Application (final score between 60 and 79): Applicant demonstrates good event or festival design and alignment to funding priorities. The RIPA Committee will recommend funding to these applicants, prioritizing higher scoring applications until program area funds are exhausted.

Failed Application (final score below 60): Applicant fails to demonstrates alignment to funding priorities and event or festival design fails to meet established criteria. The RIPA will not recommend funding to these applicants.

REPORTING

Recipients will be required to submit an annual outcome report and reconciliation process in accordance with the terms and conditions set out in the Contribution Agreement. This report must demonstrate that grant funds were spent on the event or festival as described in the application. This important step ensures the County can keep rate payers informed of how their money was spent and the impact of the Community Grant Program. This may include, but is not limited to:

- Financial Statement with actual event or festival costs
- Event or festival summary
- Outcome/Evaluation Report including available statistics and metrics; and
- Special conditions, as required by the County.

All final reports submitted by recipients will be reviewed by the RIPA Committee, Elgin County Council and will be publicly available on the County's website.

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Introduction

These definitions have been prepared by the County of Elgin to provide additional clarity around the terms used in the Community Grant Program. Please note that the language and definitions used are intended to be as inclusive as the breadth and depth of each funding program and may differ from definitions used by other funding programs.

Activity - activities includes programs and/or events that have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis. Activities must occur on a recurring basis, e.g. annually or seasonally.

Capacity Building - a process that strengthens four pillars - relevance, responsiveness, effectiveness and resilience of organizations.

Capital Grant - a capital grant provides financial support towards building upgrades and technical or specialized equipment.

Capital Improvement - a capital improvement is the addition of a permanent structural change or the restorations of some aspect of a property that will either enhance the property's overall value, prolongs its useful life, or adapts it to new uses.

Community - a group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.

Community Grant Program - a funding program for established and emerging programs, services, events/festivals that meet identified community need, build capacity and support Elgin County's Strategic Plan.

Community Identity - the unique people, places and things that honour Elgin's past, celebrate its present and envisions its future.

Community Impact - the way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

Cultivate Grant - Programs, services or festivals and events that are planning to renew, enhance or expand (building upon success)

Emerging Organization - a not-for profit organization that has been incorporated for between one and four years and has a history of sustained activity on an annual basis.

Established Organization - a not-for profit organization that has been incorporated for five (5) or more years and has a history of sustained activity.

GLOSSARY OF TERMS

Event - a single one-off single activity, occurrence or celebration, typically taking place over a concentrated period of time, such as a few hours. Examples of events are rallies, demonstrations, single performances or other single artistic activities.

Economic Impact - Economic Impact is the effect that a particular program, festival, or event may have on the economy. Direct and indirect results can be measured in the changes to employment, membership, spending, participation, etc.

Grant - a sum of money given by the County of Elgin for a particular purpose.

In-Kind - a contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value.

Not-for-profit - is an organization who:

- is dedicated to purposes other than pursuing a profit;
- Is a corporation without share capital, which means that the corporation does not issue ownership shares;
- may not distribute any profits to its members, directors or officers;
- must use any profit exclusively for its not-for-profit purposes; and
- includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

Operating Grant - an operating grant provides support for the day-to-day costs of running a not-for-profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

Project Grant - Project grant programs provide one-time funding for time-limited projects.

Professional Services/Consultant - fees paid to outside professionals for expertise; consultants, branding agencies, specific support workers, website designers. These professional are considered experts in their field and your organization or its parenting company do not have expertise to provide this specific service. Contracts with program providers, facilitators or presenters are not allowed.

Public Access - public access implies that any member of the public may attend or participate whether the activity is free or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.

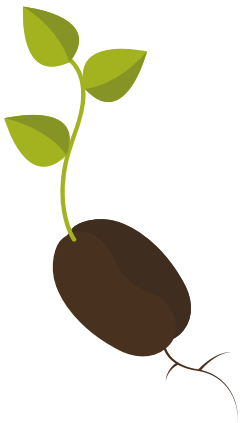
Seed Grant - *Programs, services or festivals and events that are planning to research, test or launch something new.*

EVENTS AND FESTIVALS GRANT PROGRAM

SEED GRANT APPLICATION

APPLICATION

Seed



FUNDING

To ensure this funding has the most impact across the County, grants will not exceed 50% of the eligible costs of the Community Services initiative (up to a maximum of $10,000) and does not focus on providing funding for operating expenses of your organization.

The County would like to encourage renewal, growth and the evolution of services and events in the County. This funding is not to be regarded as a commitment by the County to provide on-going assistance in future years and submission of an application does not guarantee that you will be awarded all or part of your grant request. Funding is provided to your organization/association once you are approved.

Here are some other things to keep in mind:

- Projects, events or services must be completed within the calendar year;
- You can submit one (1) application to either of the two (2) funding streams (Community Services, Events or Festivals) in addition to an application to the Community Signage Grant stream if applicable.
- The money has to be used in a way that has a clear and obvious impact on Elgin County residents;
- The impact on County residents must be measurable;
- We need to see that you have secured other sources of funding;
- Funding requests may be reduced or enhanced in value at the discretion of the County to support a wider range of initiatives;
- Grants may be awarded with certain terms and conditions;
- The County is not obligated to allocate funds to any organization, even if they meet the eligibility requirements;
- We'll let you know in writing if your application is successful or if your application was not approved;
- All materials that you submit as part of your application and your final report will be shared publicly to ensure accountability and transparency;
- The amount of funding in the Community Grant Program is limited to the availability of Council approved municipal funds.

HOW DO I APPLY?

Are you applying for a Seed Grant? Are you a new community organization wanting to hold a new or innovative event or festival? If so, please complete a **SEED GRANT APPLICATION**.

Are you are an existing community organization hoping to build on the success you've had offering an event or festival in the past? If so, please complete a **CULTIVATE GRANT APPLICATION**.

Submit Online

- You have the option of completing the application and uploading supplementary information online through the County's Website [dedicated page to be created].

Submit Print Copy

- If you'd rather not submit your application package electronically, please download the application package online or request a print copy from staff (communitygrants@elgin.ca or 519-631-1460 x.156) and either drop off or mail your application to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk (Community Grant Program)
450 Sunset Drive, St. Thomas ON
N5R 5V1

Application Details

- Late applications will not be accepted.
- Funding applications can not be submitted by County of Elgin employees, Councillors or Local Municipal Partners.
- Your organization or association may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss your application.
- Applicants are responsible for reviewing all application materials, eligibility requirements, program priorities and monitoring requirements prior to submitting an application.

Seed

Scoring Matrix
Events and Festivals - Seed Grants

Organization Overview:
(score /5)

- **Includes application questions 1-5**
- How organization serves Elgin County, legal status and governance structure;
- Mandate or mission statement; and
- Organization history and sources of funding.

Design
(score /30)

- **Includes application questions 6-10**
- Detailed, clear description of event or festival
- Shows strong evidence that resources are targeted and aligned to areas of the County facing greatest need or greatest inequities.
- Details of key dates and scheduled activities for initiative provided
- Shows evidence of careful planning

Needs/Impact
(score /40)

- **Includes application questions 11-14**
- Initiative significantly aligns with Community Grant Program priorities
- Details intended reach and collection of participant information
- Community need clearly described and substantiated
- Shows evidence that this event or festival will enhance the community
- Has the strong potential to achieve lasting, positive impact
- Shows evidence that initiative will increase participation and engage persons with disabilities.

Efficiency, Transparency and Accountability
(score /25)

- **Includes application questions 15-17**
- Details the importance of the funding to the continued capacity of the organization to offer the event or festival, and the organization's ability to achieve funding priorities and outcomes
- The organization is able to clearly articulate how they will deliver their plan to meet their event or festival goals
- Provides all required budget information (organization's budget and event or festival budget)
- Details other sources of funding
- Details outcomes and reporting strategy

EVENTS AND FESTIVALS APPLICATION
SEED GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Instructions

1. Print this application and complete a hard copy, or
2. Fill out a fillable PDF online.
3. Ensure your application is complete (refer to the checklist on last page of the application).

General Organization/Applicant Information

Name: _____

Title: _____

Organization: _____

Service or Program: _____

Grant request (in dollars*): $ _____

(request should represent no more than 50% of the total program, project or service budget and must not exceed $10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc.) and your governance structure (board of directors, etc.): (max 100 words)

2.) What is your organization's mandate or Mission Statement: (max 100 words)

3.) Please describe your organization's history and provide details of how your organization is funded: (max 100 words)

4.) List and describe the event or festival implementation team, including: Board of Directors, staff, volunteers, etc. How does this team reflect Elgin County? (max. 200 words)

5.) Who will be the key contact and lead for this event or festival? Describe their expertise and background. (max. 200 words)

Design

6.) Please provide an overall description of the event or festival you are proposing. (max. 200 words)

7.) What are the key priorities and outcomes for your event or festival? (max. 200 words)

8.) Please provide details of key dates and scheduled activities for event or festival. (max. 200 words)

9.) What does success look like for your event or festival? How will you measure success and track community benefit? Please be as specific as possible. (max. 200 words)

10.) What steps are you taking to ensure a well-planned event or festival? (max. 200)

Needs/Impact

11.) Please describe how widely the services are accessible to the target population. (max. 100 words)

a. How are the resources targeted and aligned to areas of the County facing greatest need or greatest inequities. (max. 200 words)

12.) How many people do you expect will attend your event or festival? Please let us know how many Elgin County residents you intend to reach and how you will gather this information. (max. 200 words)

13.) What are the key priorities and outcomes for your event or festival? (max. 200 words)

14.) How will your event or festival accommodate increased participation and engage persons with disabilities that would otherwise not be able to participate? (max. 100 words)

Efficiency/Transparency & Accountability

15.) A detailed budget of your event or festival is required. Your budget must represent the entire event or festival, including all revenues, expenses and in-kind contributions. Keep in mind that a good budget is realistic, thorough, detailed and is reflective of your application. Please attach your Organization's Budget Information and Initiative Budget Information to your application.

Organization's Budget Information

a.) Revenue and expenses for previous year (provide audited financial statements if available)

c.) Provide an explanation of line items (e.g. entry fees or notes for significant variances)

Event or Festival Budget Information

Please attach Organization's Budget Information and Initiative Budget Information to your application.

a.) Provide event or festival expenses for the request year and provide an explanation of line items, including breakdowns

b.) Provide information about other sources of funding, including in-kind support (estimated volunteer hours, government funding, sponsorships)

16.) Please describe why this funding is important to the continued capacity of your organization to offer an event or festival and your organization's ability to achieve its priorities and outcomes? Please be as specific as possible. The details must relate to the proposed budget. (max. 200 words)

17.) Have you secured other sources of funding for this event or festival? If yes, please provide more information. (max. 100)

EVENTS AND FESTIVALS APPLICATION
SEED GRANTS ONLY

Application Checklist:

- ☑ Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- ☑ Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- ☑ I have read the Terms and Conditions.
- ☑ Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the event or festival for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: _____
Position: _____
Signature: _____

Name: _____
Position: _____
Signature: _____

Applicants should mail, email or deliver a signed copy of the Application Form, Terms and Conditions and supporting materials to: communitygrants@elgin.ca or mail to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1

TERMS AND CONDITIONS

If your application is successful and you receive a CGP contribution for your Community Service or Festival or Event, the following Terms and Conditions apply. When you sign off on the application form, you consent to having reviewed and consent to abiding by the following Terms and Conditions:

1. Once a contribution is approved, the amount of the contribution will not increase.
2. Because funding is limited, applications will be evaluated based on the eligibility and evaluation criteria.
3. Any events, programs, services or events conducted on municipal property will be carried out in partnership with the department/municipality involved. All such applications must be reviewed by the municipal contact prior to submission and a letter of support from the relevant department is required.
4. Applications/Applicants will be considered only if they are submitted before the project begins and any eligible costs associated with the project are incurred. Programs, projects, services, festivals will not be funded retroactively.
5. Organizations that receive contributions through the CGP must acknowledge the support of the County of Elgin in all advertising, publicity, signage, etc. related to the program, project, service, festival or event. Logo usage pertaining to the County of Elgin must be approved by: [contact] prior to use or inclusion in any marketing or communications materials.
6. CGP contribution approval in a given year does not set a precedent or guarantee approval for future years. All applicants are subject to a fresh review and must reapply each year.
7. CGP recipients (and their sponsors, if applicable) are entirely responsible for planning promoting, staffing and all other resources required for their program, project, service, event or festival. The County will not be involved.
8. CGP recipients will be responsible for conducting surveys and/or use metrics to measure impact.
9. Recipients agree to indemnify and hold harmless the County of Elgin from any and all claims arising out of the providing/withdrawal of funds or any other use of contributions provided as a result of the CGP process.
10. All applicants consent to the public release and County use of information contained in their applications and reports submitted to the CGP and agree that the content of the application may form a public record that can be accessed by the public.
11. If information in the application proves to be inaccurate or if the project is not completed in accordance with the application information, or if the applicant does not follow the CGP Terms and Conditions, the County of Elgin reserves the right, at its sole discretion, to withhold payment and not issue any further funds.
12. The County of Elgin shall have the right to review the applicant's financial information and records regarding the CGP.
13. By accepting the CGP contribution, the applicant consents to the release to the County of Elgin of financial/project information by any other organization providing funding or financial support to the applicant regarding the same project.

[end of Community Services - Cultivate Grant Application]

COMMUNITY GRANT PROGRAM

CULTIVATE GRANT APPLICATION

APPLICATION

FUNDING

To ensure this funding has the most impact across the County, grants will not exceed 50% of the eligible costs of the event or festival (up to a maximum of $10,000) and does not focus on providing funding for operating expenses of your organization.

The County would like to encourage renewal, growth and the evolution of events or festivals in the County. This funding is not to be regarded as a commitment by the County to provide on-going assistance in future years and submission of an application does not guarantee that you will be awarded all or part of your grant request. Funding is provided to your organization/association once you are approved.

Here are some other things to keep in mind:

- Events or festivals must be completed within the calendar year;
- You can submit one (1) application to either of the two (2) funding streams (Community Services, Events or Festivals) in addition to an application to the Community Signage Grant stream if applicable.
- The money has to be used in a way that has a clear and obvious impact on Elgin County residents;
- The impact on County residents must be measurable;
- We need to see that you have secured other sources of funding;
- Funding requests may be reduced or enhanced in value at the discretion of the County to support a wider range of initiatives;
- Grants may be awarded with certain terms and conditions;
- The County is not obligated to allocate funds to any organization, even if they meet the eligibility requirements;
- We'll let you know in writing if your application is successful or if your application was not approved;
- All materials that you submit as part of your application and your final report will be shared publicly to ensure accountability and transparency;
- The amount of funding in the Community Grant Program is limited to the availability of Council approved municipal funds.

HOW DO I APPLY?

Are you applying for a Seed Grant? Are you a new community organization wanting to hold a new or innovative event or festival? If so, please complete a **SEED GRANT APPLICATION**.

Are you are an existing community organization hoping to build on the success you've had offering an event or festival in the past? If so, please complete a **CULTIVATE GRANT APPLICATION**.

Submit Online

- You have the option of completing the application and uploading supplementary information online through the County's Website [dedicated page to be created].

Submit Print Copy

- If you'd rather not submit your application package electronically, please download the application package online or request a print copy from staff (communitygrants@elgin.ca or 519-631-1460 x.156) and either drop off or mail your application to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk (Community Grant Program)
450 Sunset Drive, St. Thomas ON
N5R 5V1

Application Details

- Late applications will not be accepted.
- Funding applications can not be submitted by County of Elgin employees, Councillors or Local Municipal Partners.
- Your organization or association may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss your application.
- Applicants are responsible for reviewing all application materials, eligibility requirements, program priorities and monitoring requirements prior to submitting an application.

Scoring Matrix
Community Services - Cultivate Grants

Organization Overview:
(score /5)

- **Includes application questions 1-5**
- How organization serves Elgin County, legal status and governance structure;
- Mandate or mission statement; and
- Organization history and sources of funding.

Design
(score /30)

- **Includes application questions 6-10**
- Detailed, clear description of event or festival
- Shows strong evidence that resources are targeted and aligned to areas of the County facing greatest need or greatest inequities.
- Details of key dates and scheduled activities for initiative provided
- Shows evidence of careful planning

Needs/Impact
(score /40)

- **Includes application questions 11-14**
- Initiative significantly aligns with Community Grant Program priorities
- Details intended reach and collection of participant information
- Community need clearly described and substantiated
- Shows evidence that this event or festival will enhance the community
- Has the strong potential to achieve lasting, positive impact
- Shows evidence that initiative will increase participation and engage persons with disabilities.

Cultivation/Renewal
(score /20)

- **Includes application questions 14-15**
- Evidence of innovative service delivery and enhancements to event or festival design
- Initiative has clear, specific set of goals and objectives
- Timeline is clear, specific and obtainable
- Impact is measurable, data is obtainable
- Method of evaluation of the event/festival results is identified and clearly stated.

Efficiency, Transparency and Accountability
(score /20)

- **Includes application questions 16-18**
- Details the importance of the funding to the continued capacity of the organization to offer the event or festival, and the organization's ability to achieve funding priorities and outcomes
- The organization is able to clearly articulate how they will deliver their plan to meet their event or festival goals
- Provides all required budget information (organization's budget and event or festival budget)
- Details other sources of funding
- Details outcomes and reporting strategy

EVENTS AND FESTIVALS GRANT APPLICATION
CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Instructions

1. Print this application and complete a hard copy, or
2. Fill out a fillable PDF online.
3. Ensure your application is complete (refer to the checklist on last page of the application).

General Organization/Applicant Information

Name: _____

Title: _____

Organization: _____

Service or Program: _____

Grant request (in dollars*): $ _____

(request should represent no more than 50% of the total program, project or service budget and must not exceed $10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc.) and your governance structure (board of directors, etc.): (max 100 words)

2.) What is your organization's mandate or Mission Statement: (max 100 words)

3.) Please describe your organization's history and provide details of how your organization is funded: (max 100 words)

4.) List and describe the event or festival implementation team, including: Board of Directors, staff, volunteers, etc. How does this team reflect Elgin County? (max. 200 words)

5.) Who will be the key contact and lead for this event or festival? Describe their expertise and background. (max. 200 words)

Design

6.) Please provide an overall description of the event or festival you are proposing. (max. 200 words)

7.) What are the key priorities and outcomes for your event or festival? (max. 200 words)

8.) Please provide details of key dates and scheduled activities for event or festival. (max. 200 words)

9.) What does success look like for your event or festival? How will you measure success and track community benefit? Please be as specific as possible. (max. 200 words)

10.) What steps are you taking to ensure a well-planned event or festival? (max. 200)

Needs/Impact

11.) Please describe how widely the services are accessible to the target population. (max. 100 words)

a. How are the resources targeted and aligned to areas of the County facing greatest need or greatest inequities. (max. 200 words)

12.) How many people do you expect will attend your event or festival? Please let us know how many Elgin County residents you intend to reach and how you will gather this information.

13.) How will your event or festival accommodate increased participation and engage persons with disabilities that would otherwise not be able to participate? (max. 100 words)

EVENTS AND FESTIVALS GRANT APPLICATION
CULTIVATE GRANTS ONLY

Cultivate/Renewal

14.) Have you delivered this event or festival before? If you have, please tell us more about how your program is "growing" and what, if any, changes you are making to your initiative. (max. 200 words)

15.) Cultivate Grants support projects that are designed to increase the impact and/or quality of an event or festival. If you are applying for a Cultivate Grant, what is the primary activity that you will focus on (please select one):

a. Replicate an event or festival
How will you accomplish this? (max. 200 words)

b. Adapt an event or festival
How will you accomplish this? (max. 200 words)

c. Scale up an event or festival, thus impacting more people
How will you accomplish this? (max. 200 words)

d. Improve the quality of an event or festival previously delivered to increase impact
How will you accomplish this? (max. 200 words)

e. Other (please describe how you will increase the impact and/or quality of your event or festival? (max. 200 words)

Efficiency/Transparency & Accountability

16.) A detailed budget of your event or festival is required. Your budget must represent the entire event or festival, including all revenues, expenses and in-kind contributions. Keep in mind that a good budget is realistic, thorough, detailed and is reflective of your application. Please attach your Organization's Budget Information and Initiative Budget Information to your application.

Organization's Budget Information

a.) Revenue and expenses for previous year (provide audited financial statements if available)
c.) Provide an explanation of line items (e.g. annual membership fees or notes for significant variances)

Initiative Budget Information

Please attach Organization's Budget Information and Initiative Budget Information to your application.

a.) Provide event or festival expenses for the request year and provide an explanation of line items, including breakdowns
b.) Provide information about other sources of funding, including in-kind support (estimated volunteer hours, government funding, sponsorships)

17.) Please describe why this funding is important to the continued capacity of your organization to offer an event or festival and your organization's ability to achieve its priorities and outcomes? Please be as specific as possible. The details must relate to the proposed budget. (max. 200 words)

18.) Have you secured other sources of funding for this event or festival? If yes, please provide more information. (max. 100)

EVENTS AND FESTIVALS GRANT APPLICATION
CULTIVATE GRANTS ONLY

Application Checklist:

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Signature: _____

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11. If information in the application proves to be inaccurate or if the project is not completed in accordance with the application information, or if the applicant does not follow the CGP Terms and Conditions, the County of Elgin reserves the right, at its sole discretion, to withhold payment and not issue any further funds.
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13. By accepting the CGP contribution, the applicant consents to the release to the County of Elgin of financial/project information by any other organization providing funding or financial support to the applicant regarding the same project.

[end of Community Services - Cultivate Grant Application]

COMMUNITY GRANT PROGRAM

Community Signage

ACCESSIBLE FORMATS AVAILABLE UPON REQUEST

Elgin County

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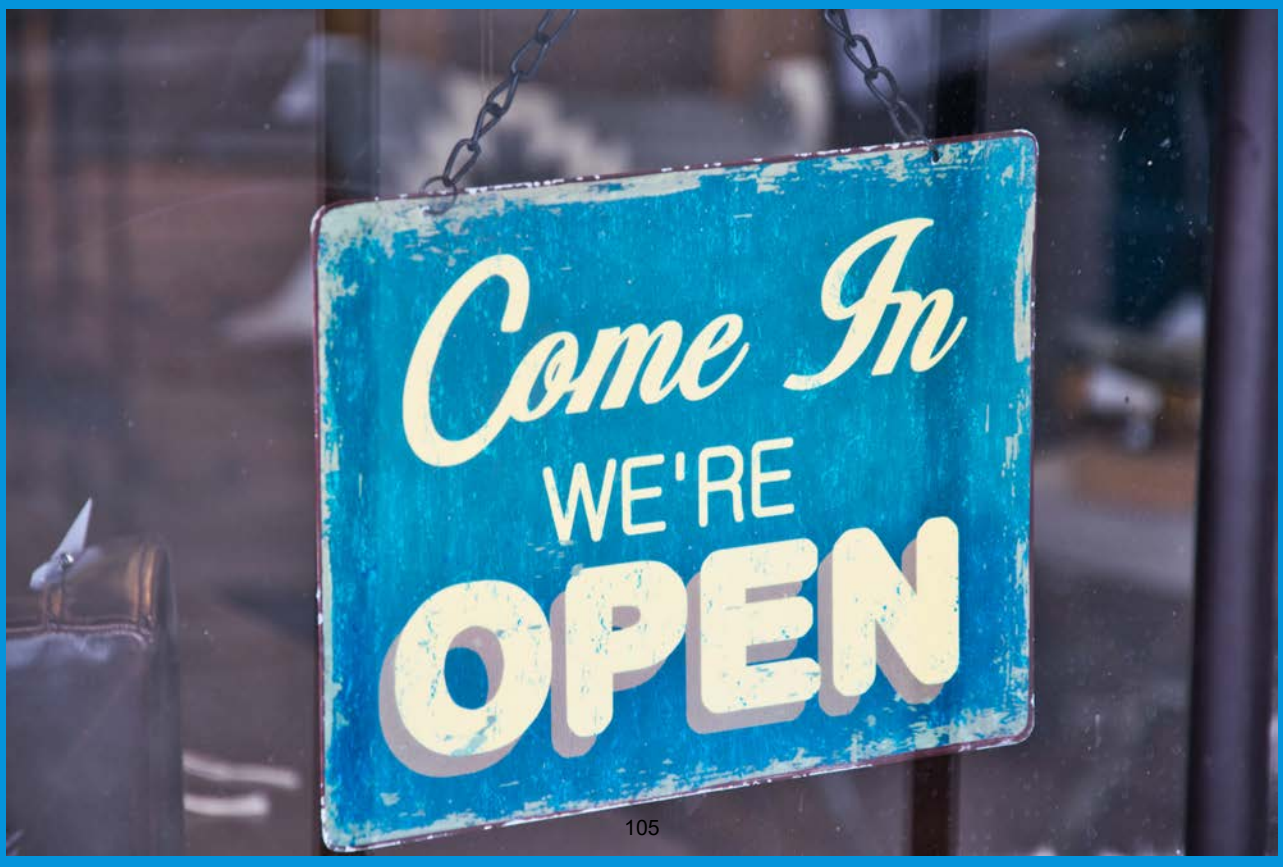

COMMUNITY GRANT PROGRAM

Community Grant Program

Community Services

Events or Festivals

Community Signage Program

Seed

Grow

Seed

Grow

Seed Grants: Research, Test and Launch

Grow Grants: Renew, Enhance and Expand

Community Signage Program: designed for tourism operators

COMMUNITY SIGNAGE PROGRAM

Elgin County's Community Signage Program is a popular program designed to help non-profit tourism operators attract business and visitors. There are hundreds of tourism signs installed on Elgin County roads. Through this program, the County hopes to achieve affordable and consistent signage and tourism for residents and visitors alike, as well, it offers a streamlined process for managing and delivering tourism signage.

This guide establishes eligibility, use, design and authority for tourism-oriented directional signage on Elgin County road right-of-ways. The Community Signage Program seeks to protect the safety of road users by carefully considering the number of signs that exist in our communities and minimizes costs associated with the maintenance of signs through a cost-recovery program.

Non-profit tourism organizations can apply for a grant of $150.00 per sign for a maximum of two (2) signs and may have the option to purchase more.

If you have questions, please [communitygrants@elgin.ca or call 519-631-1460 x.156].

General Guidelines

Eligible businesses and attractions may be eligible for tourism signage on County road right-of-ways in approved site locations. Tourism signage will only be located where sufficient space for signage exists along a route that will lead residents and visitors to their destination in a reasonably direct manner.

Note: Non-profit tourism organizations are only eligible for up to two (2) signs per destination under this program.

Objectives:

- Elevate Elgin County's tourist destination image
- Inform Elgin County's road users of tourism operations and attractions
- Provide roadway directions to Elgin County tourism operations
- Increase the frequency and quantity of tourism visits by:
  - Providing consistent tourism signage information to road users
  - Improving the management and delivery of tourism signage to customers
  - Protecting the safety of road users
  - Minimizing additional road maintenance costs
  - Recovering program operating costs

Applicability:

The Regulations define the requirements allowing eligible businesses and attractions to obtain tourism signage on County road right-of-ways in approved site locations. Tourism signage shall be located only where sufficient space for signs occurs along a route that will lead motoring tourists to their destination in a reasonably direct manner.

PROGRAM ADMINISTRATION & EVALUATION

Generally, the County receives a few requests for signage each year. A careful and consistent approach to the review of all signage applications is critical to ensuring funds are allocated in a way that treats all organizations fairly and consistently.

The County of Elgin's Economic Development department and Engineering Services jointly administer and implement the Elgin tourism signage program.

- Economic Development staff review the applications and approve the signage symbol and content, collect fees and payment terms for signage and receipt and refund payment for tourism signage.
- Engineering Services staff approve signage locations, supply the directional signage, install, remove or replace tourism signage and remove any signage that isn't consistent with this program.

Elgin County Council assigned the review of all grant and signage applications to the Rural Initiatives and Planning Advisory (RIPA) Committee. County Council provides final approval for the all grant and signage allocations, as recommended by the RIPA Committee.

Notification: Following County Council's approval, all applicants are notified with the result of their application by County Staff.

ELIGIBILITY

The following requirements must be met to be eligible to obtain tourism signage on Elgin County road rights-of-way:

1. Only tourist-based businesses located in the County of Elgin will be permitted to erect tourism signage on County roads. However, tourism - based businesses located in the City of St. Thomas may make a written appeal to the General Manager of Economic Development if extenuating circumstances warrants County signage.
2. Only tourist-based businesses and facilities listed in Appendix "A" will be permitted to erect tourism signage on County roads.
3. Only tourism-based businesses that are members of Elgin County Tourism are eligible for tourism signage.
4. The tourist-based operation and/or facility must be accessible by a road open to the general public.
5. A seasonal tourist operation must be open during a specific season with set days and hours of operation; no indeterminate tourist operation is eligible for tourism signage.
6. The tourist-based operation must have a reception structure such as a controlled gate, staff reception and orientation point or permanent interpretation panels or displays and have adequate off road parking.
7. The operation must comply with all applicable federal, provincial and municipal laws and regulations.
8. The tourism signage must not detract or interfere with other traffic control devices.
9. The signage must not interfere with visibility at intersections or entrances.

SIGNAGE CRITERIA

Types of Signage

Elgin County tourism operators will have the opportunity to acquire (2) classifications of tourism directional signage:

Type 1

Size: 240 cm x 60 cm

Location: Along county rural roads with posted speed limits greater than 60 kilometres per hour, within 1.0 metre of property line and not in front of an existing residential land use. The County determines the exact locations.

Type 2

Size: 90 cm x 70 cm

Location: Along county urban roads with posted speed limits less than or equal to 60 kilometres per hour, at edge of shoulder rounding in urban areas and in boulevard in urban areas. The County determines the exact locations.

Design

Elgin County tourism directional signage will project a consistent design and image that will be easily identifiable by County road users.

Elgin County tourism directional signage will contain the following design elements:

- A white reflective header with a full colour engineering grade reflective logo and tagline identifying Elgin County at the top of the sign (applies to first sign only). The principle body of the sign will be a blue background with engineering grade white reflective legend and border and the sign legend will be a maximum of two lines using Highways font, with one symbol as an option.
- The content of the sign legend shall be limited to the identification of the business by its operating name, the mileage to the business and a directional arrow.
- All sign legends are subject to the approval of the Department of Economic Development.
- Standard General Service Symbols and white Recreational Cultural Interest Symbols as displayed in the MUTCD (Manual of Universal Traffic Control Devices), as revised, may be used to indicate a general class of business. When symbols are used, they must be contained entirely within the border of the legend. If a symbol does not exist for the class of business, no symbol will be included on the sign.
- No business logos or trademarks may be used in the tourism signage legend.

SIGN AND SITE SELECTION CRITERIA

The following information is how signage location is determined:

1. The location of other official traffic control devices shall take precedence over the location of tourism directional signage.
2. The maximum distance allowed to the tourism business from the sign location is 30 km.
3. A maximum of three Type 1 tourism signs shall be placed on one post location, with the Elgin County logo, branding sign at the top of the first sign.
4. For the direction of traffic when approaching an intersection where more than one tourism directional sign is located, the order of the tourism sign shall be:
   a. First, businesses signed for the left direction;
   b. Second, businesses signed for the right direction;
5. Where the total number of tourism signs to both the left and right are less than the maximum allowed for a double post location, the signs will be accommodated in one location. When tourism signs are located in one location, the order of the signs shall be:
   a. Top, businesses signed for the left direction.
   b. Bottom, businesses signed for the right direction.
6. A maximum of nine Type 1 Tourism Signs (3 post locations) will be placed approachingany intersection. Due to sign congestion or other circumstances, Elgin County's Engineering Services, however, may limit the number of structures. A tourism operator has the option of being placed on a waiting list for the desired location if the Engineering Services determines that structure/location is not available.
7. Position, height and lateral clearance of tourism signage shall be in accordance with the Ontario Traffic Manual and County Signing Standards. Appendix "B" provides illustrative diagrams as follows: Diagram I. Illustrates typical tourism signage layout. Diagram II. Illustrates location of tourism signage.
8. The Economic Development department shall give notice of their intention to the Tourism Operator, then will remove permitted tourism signs in the event of the following:
   a. The location of tourism signage is needed to be utilized for roadway purposes or activities including construction, reconstruction, or maintenance;
   b. The tourism operator is no longer in operation;
   c. The tourism operator declines payment thus renewal of signage;
   d. The location of a tourism sign endangers the health, safety or welfare of the public.
9. When a tourism sign is removed and cannot be re-erected at an approved substitute location, the tourism operator shall be entitled to an appropriate pro-rata rebate of that part of paid annual fees applicable to the remainder of the term.
10. All installation, removal and maintenance of tourism signage will be performed by Engineering Services or an approved contractor. At no time shall the tourism operator enter upon County road right-of ways for such purpose or perform any such activities within the roadway right-of-way.

HOW DO I APPLY?

- Applicants are responsible for reviewing all application materials, eligibility requirements, program priorities and monitoring requirements prior to submitting an application.
- If you have questions, please reach out to County Staff: [communitygrants@elgin.ca or 519-631-1460 x. 156]

Submit Online

- You have the option of completing the application and uploading supplementary information online through the County's Website [dedicated page to be created].

Submit Print Copy

- If you'd rather not submit your application package electronically, please download the application package online or request a print copy from staff [contact] and either drop off or mail your application to:

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c/o Chief Administrative Officer/Clerk
450 Sunset Drive, St. Thomas ON
N5R 5V1

Application Details

- Late applications will not be accepted.
- Applications can not be submitted by County of Elgin employees, Councillors or Local Municipal Partners.
- Your organization or association may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss your application.

APPLICATION PROCESS

1. Every tourist operator must apply through the Community Signage Program for tourism directional signage to be located on a County road right-of-way. No approval of application or sign installation will occur unless all requirements and criteria for eligibility have been satisfied.

2. Application packages can be obtained online [dedicated webpage to be created] or by emailing communitygrants@elgin.ca or calling 519-631-1460 x. 156.

3. All applications must be received by the County by November 1 of each year.

4. Any sign authorized by November 1 will be installed in May of the following calendar year.

5. Sign approvals shall be effective June 1 of each calendar year through May 31 of the following calendar year.

6. The effective date of applications delivered by mail or email shall be the date and time of receipt by County Administration rather than the date of mailing or the stated date on the application.

7. The Rural Initiatives and Planning Advisory Committee will act promptly in the denial or approval of any tourism sign application. The Committee will deny applications which do not comply with this policy.

8. Engineering Services will review the proposed sign location. If the sign location is not approved they will contact the tourism operator with an alternate sign location.

9. The applicant shall provide complete application form.

10. The Committee may reject any application which is incomplete.

11. During any annual sign authorization period, any approved application any approved applicants shall have the right to request a change to their tourism sign, at their expense, provided that the changes conform to the regulations. Any changes to signage for any given location after approval of change request will result in the user paying any and all actual costs associated with the change in addition to paying the annual user fee.

APPLICATION PROCESS

12. If a tourist operator having approval for an existing sign seeks to change that sign at the beginning of the next following annual period, then that tourism operator shall apply for approval of the new sign and, subject to the proviso below, shall be responsible for and pay to Elgin County any and all costs for fabrication and installation of the new sign in addition to the applicable annual user fee; provided that, if the tourist operator has been a participant in the sign program for the three consecutive years immediately preceding, then the tourist operator is not responsible for and not required to pay those fabrication and installation costs.

13. If a tourist operator seeks to re-enter the signage program, that tourist operator shall make application in the normal course and subject to the requirements above and, in addition to any applicable annual user fee but subject to the proviso below, shall pay a re-entry fee equal to a single fabrication and installation charge then in effect; provided that the said tourist operator shall not be required to pay that re-entry fee if that tourist operator had been a prior participant in the signage program for a period of at least three consecutive years.

14. Engineering Services will not permit any signs to be located along local municipal roads, only County roads.

15. If a tourism operator qualifies for tourism directional signage but is observed by County staff that there are existing operational problems created by the business, the applicant will be responsible to correct, at their expense, such problems as a condition of the sign(s) approval. These observed operational problems shall be items such as, but not limited to, the following:

- Access improvement - throat width
- Radius
- Relocation of access
- Reduction in the number of access points
- Provision of parking prohibitions on an adjacent roadway(s)

16. Upon approval of the tourism signage application by November 1st, the sign will be installed in May the following calendar year. The sign remains property of the County of Elgin. The County reserves the right to cancel the program.

EXEMPTION - NON-PROFIT ORGANIZATIONS

Upon a satisfactory demonstration of submitting proof of being a non-profit tourism operation, as listed in Appendix "A" and certification showing registration as a non-profit entity, and/or provide satisfactory evidence with their application, which, in the determination of the Economic Development Department, will be eligible for the grant, the Elgin County non-profit organizationcan apply to County Council for a tourism grant of $150.00 per sign. Elgin County Council will grant a maximum of two tourism signs per non-profit tourism operation. Non-profit tourism operations also have the option at any time to enter into the tourism signage user fee schedule at the expense of the applicant.

User Fee Schedule

The Fee Schedule is attached as Appendix "C". The County will only accept payment for tourism directional signage fees in the form of cheques, money orders or certified funds. The County shall not accept any payment in the form of cash and shall not be responsible for the transmittal of cash payments.

Annual Renewal

The annual User Fee is due by March 30th of each year in order to maintain the presence of signage. Notification of required payment for renewal of Elgin tourism directional signage will be mailed by the County of Elgin up to 60 days prior to the expiry date of the permit/agreement. The tourism operator shall submit full payment according to the fee schedule. If full payment is not received by the due date of March 30th, the tourism signage will be removed.

Expiry

In order to maintain the presence of the sign, tourism operators must have paid the annual user fee by March 30th of each calendar year. However, the County reserves the right to cancel the program at the time of renewal.

Withdrawal

A tourist operator shall have the right to withdraw from the signage program, effective May 31 of each calendar year. Any existing sign authorized for that tourist operator shall be removed by the Department of Engineering Services no sooner than seven days prior to the effective date of withdrawal.

Application for Re-Entry

A tourist operator who previously had been a participant in the Signage Program is entitled to apply for re-entry into the said program at any time, subject to the restrictions set forth above.

APPENDIX "A"

Tourism Operations Eligible for Directional Signage

- Antique Dealers
- Art Galleries
- Banquet Halls
- Boat Launches
- Boat Rentals and Charters (canoes, kayaks, sailboats, rowboats, motorboats)
- Campgrounds
- Casinos
- Conference Centres
- Cultural Centres
- Destination accommodations, resorts, and inns
- Equestrian Facilities
- Farm-based Tourist Attractions
- Farmers Market's
- Fishing
- Golf Courses (Open to the Public)
- Hotels & Bed & Breakfasts
- Interpretive Centres & Live Theatres
- Major Tourist Attractions
- Major Sport Facilities
- Marinas
- Motor Speedways
- Raceways
- Restaurants or Foodservice Establishments*
- Shopping Store Locations*
- Skiing
- Sports Fields
- Swimming Pools
- Wineries
- Zoos

***Business must be unique to Elgin County.**

APPENDIX "A"

Elgin County Non-Profit Tourism Operations Eligible for Directional Signage

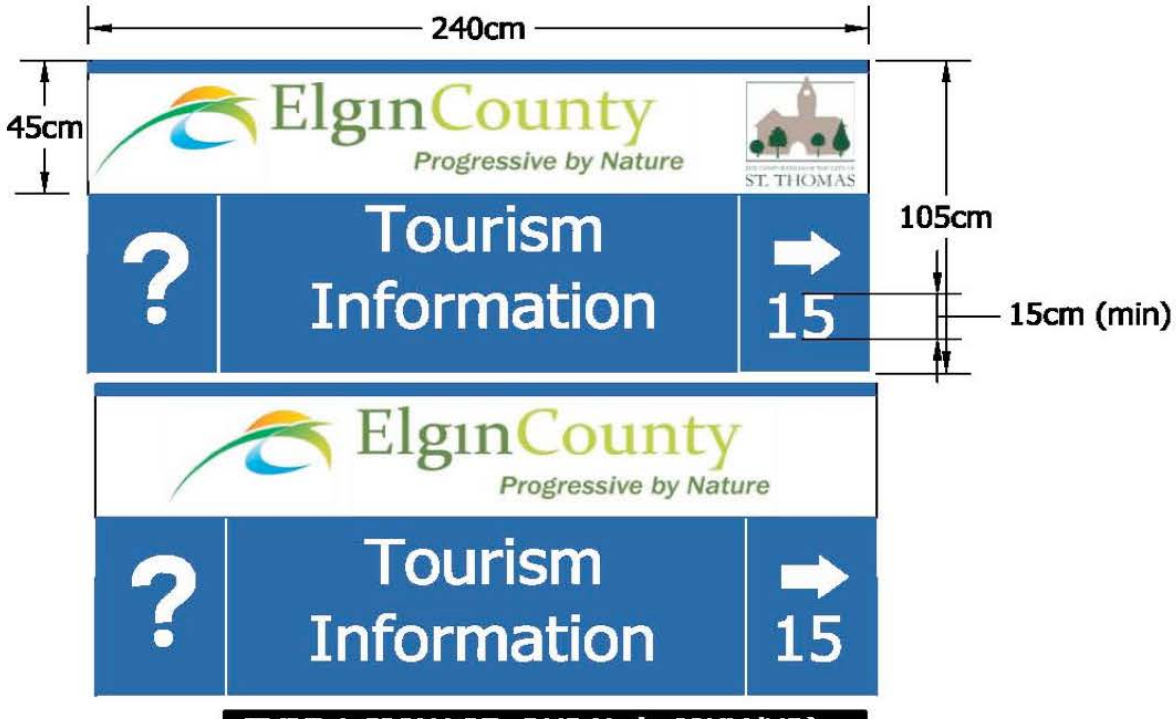
Non-commercial (non-profit /community owned) operated tourism attractions that provide visitors with an experience in Heritage or Historical, Recreational, Entertainment, Natural, Cultural, Education activities.

A categorized listing of qualifying non-profit operation types are included below:

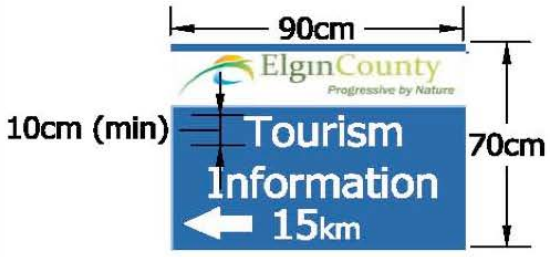
- Archives
- Arena and Community Centres
- Business/shopping districts*
- Churches
- Conservation Areas
- Hiking Trails
- Historic Sites; Historic / Heritage Buildings
- Federal Parks
- Libraries
- Murals
- Museums
- Parks
- Public Arts Organizations/Galleries
- Points of Interest; Plaques
- Provincial Parks
- Public Beaches
- Picnic Areas
- Scenic Lookouts/Natural Attractions
- Tourism Information Centres
- Tourism Related Associations
- Municipal Airports

***Must be a recognized designated area by a municipality.**

APPENDIX "B"
COUNTY OF ELGIN
TOURISM SIGNAGE



TYPE 1 SIGNAGE- RURAL (>60KM/HR)



TYPE 2 SIGNAGE- URBAN(<60KM/HR)

NOTES:

TYPE 1

1. SIGNS TO BE INSTALLED WITHIN 1.0 METER OF PROPERTY LINE.
2. SIGNS TO BE INSTALLED ON RURAL ROADS WITH >60KM/HR SPEED LIMITS.

TYPE 2

1. SIGNS TO BE INSTALLED ON URBAN ROADS WITH <60KM/HR SPEED LIMITS.
2. SIGNS TO BE INSTALLED AT EDGE OF SHOULDER ROUNDING IN URBAN AREAS AND IN BOULEVARD IN URBAN AREAS.
3. TYPE 2 SIGNS WILL BE AVAILABLE ON A FIRST COME FIRST SERVE BASIS

ALL SIGN LOCATIONS TO BE APPROVED AT THE DISCRETION OF THE ENGINEERING DEPARTMENT

COMMUNITY SIGNAGE PROGRAM

APPENDIX "C"

User Fee Schedule for Directional Signage

Type 1 (size: 240 cm x 60 cm)

- Annual user fee $150.00 plus applicable taxes, per sign.
- The tourism operator must be a member of Elgin County Tourism.
- A non-profit organization that is successful in obtaining a signage grant of $150.00 will not have an annual user fee; however, it must be a member of Elgin County Tourism.
- Note: Tourism membership cost is $100.00 per year, plus applicable taxes.

Type 2 (size: 90 cm x 70 cm)

- Annual user fee $150.00 plus applicable taxes, per sign.
- The tourism operator must be a member of Elgin County Tourism.
- A non-profit organization that is successful in obtaining a signage grant of $150.00 will not have to pay an annual user fee; however, it must be a member of Elgin County Tourism.
- Note: Tourism membership cost is $100.00 per year, plus applicable taxes.

Note: the sign costs are estimates and are subject to change based on actual costs.

APPLICATION

APPLICATION FORM FOR ELGIN COUNTY TOURISM SIGNAGE

NAME OF APPLICANT:		
TITLE:		
LEGAL NAME OF BUSINESS:		
TYPE OF BUSINESS:		
FULL BUSINESS ADDRESS:		
POSTAL CODE:		
CONTACT INFORMATION:	Tel. No.: ( ) Fax No.: ( ) Email:	
MEMBER OF ELGIN COUNTY TOURISM?	☐ Yes	☐ No

** **THE COST OF EACH SIGN IS $150 + APPLICABLE TAXES (13% HST) PER YEAR. APPLICANTS MUST BE MEMBERS OF ELGIN COUNTY TOURISM ($100 + 13% HST PER YEAR).**

** **NOT-FOR-PROFIT ORGANIZATIONS LOCATED IN ELGIN COUNTY, ARE ELIGIBLE FOR A GRANT OF $150 PER SIGN (2) EACH YEAR. PLEASE CONTACT ECONOMIC DEVELOPMENT AT 519-631-1460 EX. 164 FOR INFORMATION. ****

** **NO SIGNS WILL BE PLACED DIRECTLY AT AN INTERSECTION AND ENGINEERING SERVICES WILL HAVE FINAL DISCRETION REGARDING EXACT LOCATION OF SIGNS****

LOCATION OF PROPOSED SIGN	**ROAD NO.:**	**ROAD NAME:**	
COMPLETE CONTENT OF SIGN'S LEGEND	**LOCATION:**		
	SYMBOL:	**ARROW:**	**DISTANCE:**

** **IF MORE THAN ONE SIGN IS BEING REPLACED OR PURCHASED PLEASE INDICATE LOCATIONS FOR EACH SIGN ON THE FOLLOWING PAGE. ****

APPLICATION

LOCATION OF PROPOSED SIGN	**ROAD NO.:**	**ROAD NAME:**	
COMPLETE CONTENT OF SIGN'S LEGEND	**LOCATION:**		
	SYMBOL:	**ARROW:**	**DISTANCE:**

LOCATION OF PROPOSED SIGN	**ROAD NO.:**	**ROAD NAME:**	
COMPLETE CONTENT OF SIGN'S LEGEND	**LOCATION:**		
	SYMBOL:	**ARROW:**	**DISTANCE:**

LOCATION OF PROPOSED SIGN	**ROAD NO.:**	**ROAD NAME:**	
COMPLETE CONTENT OF SIGN'S LEGEND	**LOCATION:**		
	SYMBOL:	**ARROW:**	**DISTANCE:**

LOCATION OF PROPOSED SIGN	**ROAD NO.:**	**ROAD NAME:**	
COMPLETE CONTENT OF SIGN'S LEGEND	**LOCATION:**		
	SYMBOL:	**ARROW:**	**DISTANCE:**

TOTAL NUMBER OF SIGNS_____

TOTAL FEE DUE BY MARCH 30TH (+ 13% HST)_____

(PLEASE MAKE ALL CHEQUES PAYABLE TO THE COUNTY OF ELGIN)

APPLICATION

TYPE OF SIGNAGE REQUESTED	**TYPE 1:** Size: 240 cm x 60 cm (Rural) **TYPE 2:** Size: 90 cm x 70 cm (Urban) *Please see Signage Policy for additional details
TYPE 1 SIGNAGE ☐	**TYPE 2 SIGNAGE** ☐

**** PLEASE INDICATE HOW YOU WOULD LIKE YOUR ORGANIZATION'S NAME TO APPEAR ON THE SIGN USING THE DIAGRAM BELOW. ****

****PLEASE NOTE THAT SIGNAGE LOCATED IN URBAN AREAS WILL NOT INCLUDE SYMBOLS****

APPLICATION

It is important for applicants to note that regulatory, warning, and information/directional signs take precedence on Elgin County roads. Elgin County's Engineering Services department will follow all regulations set out in the Ontario Traffic Manual, when determining signage locations. It is also important to note that the County of Elgin is committed to reducing signage pollution and maintaining the safety of motorists and pedestrians and therefore no signs will be placed in "built up" areas, villages and hamlets, for example in downtown Port Stanley. County of Elgin Engineering Services will also limit the number of sign structures to a maximum of three or less at any given location.

In Rural areas Type One signs may not:

- Be placed in 60km speed zones
- Be placed in the regulatory or warning sign safety area
- Be placed in front of residential property
- Detract or interfere with other traffic control devices
- Interfere with visibility at intersections or entrances
- Interfere with pedestrian traffic
- Interfere with sidewalk snow removal

Engineering has final approval of sign locations

In Urban Areas Type Two signs may not:

- Be placed within 100m of an intersection
- Be placed in front of residential property
- Be placed in a downtown business area
- Detract or interfere with other traffic control devices
- Interfere with visibility at intersections or entrances
- Interfere with pedestrian traffic
- Interfere with sidewalk snow removal

Engineering has final approval of sign locations.

I have read and understand the conditions above:

DATE: _____ _____

APPLICANT SIGNATURE

REPORT TO COUNTY COUNCIL

FROM: Councillor Dominique Giguère, Chair - Terrace Lodge Redevelopment Fundraising Committee

DATE: July 7, 2020

SUBJECT: Terrace Lodge Redevelopment Fundraising Committee Appointment Recommendations

RECOMMENDATIONS:

THAT the July 7, 2020, report titled, Terrace Lodge Redevelopment Fundraising Committee Appointment Recommendations, submitted by Councillor Giguère, be received and filed for information; and

THAT Elgin County Council appoint Jim Jenkins, Richard Kisuule and Jamie Chapman to the Terrace Lodge Redevelopment Fundraising Committee as Community Representatives, as recommended by the Committee at its June 25, 2020 meeting.

INTRODUCTION:

The purpose of this report is to recommend three (3) individuals to serve as Community Representatives on the Terrace Lodge Redevelopment Fundraising Committee.

DISCUSSION:

The Terrace Lodge Redevelopment Fundraising Committee was established to raise funds for value-added components that will help to make the redeveloped Terrace Lodge feel more like a “home”. All monetary donations received will directly support the quality of life of residents of Terrace Lodge.

At its February 11, 2020 meeting the Committee determined that in order to fulfill its mandate it would need to recruit additional Committee Members. In response, Elgin County Warden Dave Mennill sent a letter to all of Elgin’s Local Municipal Partners requesting participants on the Committee and an advertisement for vacant positions was posted on the County’s website, shared through various social media platforms and was featured in local newspapers.

Three (3) highly qualified individuals responded expressing an interest in becoming members of the Terrace Lodge Redevelopment Fundraising Committee. All three of these individuals are avid community volunteers and have a unique set of skills that will contribute to the success of the Committee.

Jim Jenkins has served on both Malahide and Elgin County Councils. He was appointed the Council Representative on the Fundraising Committee during the previous term of Council and is passionate about moving the project forward.

Richard Kisuule moved to Canada eight (8) years ago and brings with him the unique perspective of a new Canadian. He has a passion for giving back to the community and is eager to use his background in accounting and finance to assist the Committee in its fundraising efforts.

Jamie Chapman is a long-time Aylmer business owner, a small business advocate and a Councillor for the Town of Aylmer. As the Town of Aylmer already has a Council Representative – Pete Barbour, the Committee is recommending that Ms. Chapman be appointed as a Community Representative as her wealth of experience and community insight will be invaluable to the Committee.

CONCLUSION:

At its meeting held on June 25, 2020 the Terrace Lodge Redevelopment Fundraising Committee voted to invite Jim Jenkins, Richard Kisuule and Jamie Chapman to become members of the Committee and is recommending that Council pass an official resolution appointing them.

All of which is Respectfully Submitted

Councillor Dominique Giguère
Chair – Terrace Lodge Redevelopment Fundraising Committee

REPORT TO COUNTY COUNCIL

FROM: Bob Purcell, Terrace Lodge Redevelopment Steering Committee Chair

DATE: July 14, 2020

SUBJECT: Terrace Lodge Redevelopment July 2020 Update

RECOMMENDATION:

THAT the report titled “Terrace Lodge Steering Committee July 2020 Update” from Councillor Bob Purcell, Chair – Terrace Lodge Steering Committee dated July 14, 2020 be received and filed.

INTRODUCTION:

Work on the redevelopment project has been delayed by the COVID pandemic as construction workers are not allowed to enter resident areas during the lock-down. A plan has been developed to allow for the first 12 months of construction work to begin on the addition without entering resident areas.

The operational challenges of dealing with COVID in Long-Term Care has resulted in some introspection and consideration of how the design could be enhanced. At the June 23, 2020 Terrace Lodge Redevelopment Steering Committee meeting, staff was directed:

> THAT the working group be directed to incorporate design changes to address COVID concerns including oxygen, negative pressure rooms, dining room revisions and staff locker room revisions with a recommendation on design, costing, and timing for council consideration.

DISCUSSION:

The revised workplan that allows construction to begin prior to the end of the lock-down does not require additional capital costs for the construction itself. The delay in starting the project as well as added three months of construction time in the revised plan will result in the project concluding early in 2024 as compared to the previous mid-2023 completion timing. The added three months of construction are the result of one additional month in each of Phase I, Phase 2 and Phase 3 resulting from COVID-19 restrictions that require 2m physical separation between tradespersons, and a maximum of 50 tradespersons on site at any one time. In the first 12 months of construction, work will be restricted to the addition and some minor work in the basement of the current building. The Construction Manager will incur incremental costs associated with managing construction worker COVID risks that could amount to $225,000. The three-month construction extension is still within the Construction Managers ‘original’ 40-month duration that was based on four Phases of construction. Recent bids on other facilities suggest that sub-contractor bids will not be elevated at this time. Conversely, if we wait for the conclusion of the COVID crisis, a spike in bid pricing would not be surprising. A

risk worth noting is that if provincially imposed Homes lockdown continues past the third quarter of next year, the project will have to be put on hold before the completion of Phase I. The costs of contractors leaving the site to return later could add hundreds of thousands of dollars of cost for every month that the construction is paused.

The need for oxygen can increase dramatically during an outbreak. Currently, oxygen is provided in tanks that are brought to resident rooms when required, until oxygen concentrators are available from external vendors, which typically take 24 to 48 hours from the time of ordering. Oxygen tanks in the quantity anticipated for COVID-19 cannot be stored on site, both in the existing building and the current renovation, as that would require dedicated oxygen storage rooms. When oxygen is required, a supplier delivers it to the Home for immediate use. Outcomes could be improved if the lead time involved in getting oxygen to a resident's room was reduced. Modifying the design to accommodate dedicated oxygen storage or piped medical oxygen to each resident room would dramatically reduce or eliminate the lead time if piped medical oxygen is provided. Piped-in oxygen into each of the resident rooms would be the most effective operational method but would come at a capital cost of $500,000. Alternatively, for $100,000 of capital costs, oxygen storage rooms could be built within already planned storage rooms. There is little incremental benefit in the added investment required to provided piped oxygen versus the storage room solution. Homes staff is recommending that approximately $100,000 in storage rooms capital costs be added to the project to dramatically reduce the lead time of providing oxygen to a resident.

Negative pressure rooms vent air from within the room to outside the building. The system would be activated when a resident is infectious, preventing the spread of the virus to other rooms through the air. Depending on the configuration and total number, each hospital-grade negative pressure room would be in the range of $50,000 to $100,000, meaning providing one in each RHA would come at a capital cost of $400,000. This solution would also involve having to move residents between bedrooms if someone became infected as $400,000 only outfits one room per RHA. MMMC's consultants have suggested that for negligible costs non-hospital grade negative pressure capability could be added to all the bedrooms. If a resident becomes infectious, the HVAC, which is located within each bedroom and serves only one bedroom, would be manually switched to draw 500 CFM to the exterior of the building from that resident's bedroom. This would result in negative pressure ensuring that air would be flowing from the rest of the building into that room, rather than the other way around. There would be no need to move residents between rooms as would be required in the hospital-grade solution. Also, rather than only having one negative pressure room per RHA, two or three rooms could be activated at any one moment in time, into negative pressure rooms in the proposed solution.

During the COVID outbreak, resident dining requires 2m social distancing meaning that activation and lounge rooms are converted into temporary dining space or two shifts of dining are required, but this would necessitate increased staffing during outbreaks, when staff availability is typically diminished. If dining space is expanded over what is currently proposed, the operational inefficiencies of providing social distanced dining would be all but eliminated. Modifying the current redevelopment design to relocated two bedrooms across from each of the four dining rooms to incremental space in the addition would extend the addition eastward at a cost of $750,000. This solution provides space in close proximity to the dining rooms that could be used to efficiently accommodate social-distance dining when required. It is unknown if social-distance dining will be required in

normal influenza outbreaks in the future as a result the governments reaction to COVID lessons learned. If they did, without expanded dining facilities, the County would incur incremental operational costs during outbreaks. Conversely, increasing the building footprint will add minor operational costs during normal operations. The normal operational per day cost increases of expanding the dining area would be minor in comparison to the per day premium of not expanding the dining area. However, it is important to keep in mind that in the long run the number of outbreak days will be minor compared to days of normal operations, counterbalancing the cost per day advantage of adding dining space. Furthermore, although added operational funding to cover outbreak costs is not guaranteed, the current COVID outbreak has resulted in added operational funding covering much of the added operational costs incurred. Conversely, it is highly unlikely that the government would fund any of the $750,000 incremental capital costs to expand dining space. Since it is unlikely that the provincial government will fund any of the capital costs for the proposed expand dining space, Homes staff is requesting that County Council fund this added investment. However, staff also recognize that this is a significant ask that Council may not find affordable.

The staff locker room design included in the redevelopment results in sharing of lockers. Staff undergo an enormous amount of stress during an outbreak, and shared lockers are a potential added source for the spread of infection, further adding to that stress. For a minimal $10,000 incremental cost, 20 lockers could be added to provide a personal half height locker to each employee, reducing the risks of spreading an infection and reducing staff anxiety during an outbreak.

CONCLUSION:

The public is eager to see construction of this project started. Although construction during this COVID period carries a $225,000 added cost, the risk of not pushing forward is a much more significant cost risk resulting from price escalation when the economy returns to normal.

Although I appreciate Homes staff desire to add dining space, I feel that the cost is too great considering all the other financial challenges Elgin faces. However, the addition of oxygen storage rooms and added staff lockers at approximately $110,000 will be money well spent and is not cost prohibitive.

Although the costs in this report are educated estimates, I would like to get Council direction to allow the consultants to focus their redesign work on oxygen storage, non-hospital-grade negative pressure rooms and expanding staff locker capacity. Once the design work is completed and the cost estimates are solidified, I will return with a report in August formally seeking Council's approval for the added costs. Based on the current estimates of $225,000 for the revised workplan and $110,000 for COVID related design changes, the total cost of the project will be $32,915,650. Construction would begin around November 2020 and conclude early in 2024.

All of which is Respectfully Submitted

Bob Purcell
Terrace Lodge Redevelopment Steering Committee Chair

REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

DATE: July 3, 2020

SUBJECT: Homes – Infection Control Policy – Guidelines for Construction and Renovations During a Pandemic (e.g. COVID-19)

RECOMMENDATIONS:

THAT the report titled: “Homes – Infection Control Policy – Guidelines for Construction and Renovations During a Pandemic (e.g. COVID-19)” dated July 2, 2020 be received and filed; and,

THAT council approve the Homes - Infection Control Policy 7.4 – Guidelines for Construction and Renovations During a Pandemic (e.g. COVID-19) policy.

INTRODUCTION:

It is a requirement under the Long-Term Care Homes Act, 2007 and Ontario Regulations 79/10 to ensure infection prevention and control best practices, policies and procedures to prevent infectious disease transmission with all care and services, including construction and renovations are developed and implemented.

DISCUSSION:

The County of Elgin Homes implemented Infection Prevention and Control (IPAC) measures as per County policy, Public Health, Ontario Health, Ministry of Health and Ministry of Long-Term Care at the onset of the COVID-19 pandemic. This included measures applicable to the repairs and maintenance of essential services/equipment within the Homes.

The COVID-19 pandemic is ongoing, with the potential for a second and/or third wave. As such, it was deemed imperative, that a policy outlining the procedural guidelines for construction and renovation projects during a pandemic be developed and implemented to support any delayed, scheduled and upcoming project work.

Through research into IPAC requirements, and consultation with Southwestern Public Health and the Director of Engineering, a draft policy has been developed for implementation, pending approval.

The draft Homes – Infection Control Policy – Guidelines for Construction and Renovations During a Pandemic (e.g. COVID-19) is attached for your reference and outlines the IPAC and procedural requirements.

CONCLUSION:

The “Homes - Infection Control Policy 7.4 – Guidelines for Construction and Renovations During a Pandemic (e.g. COVID-19)” has been drafted to support construction and renovation projects during a pandemic to minimize the risk of infection throughout construction and renovation projects.

All of which is Respectfully Submitted

Michele Harris
Director of Homes and Seniors Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

POLICY & PROCEDURE NUMBER: IC 7.4
DEPARTMENT: *Infection Control* **SUBJECT:** *Guidelines for Construction & Renovations During a Pandemic (e.g.COVID-19)*

APPROVAL DATE: July 2020 (DRAFT) **REVISION DATE:**
REVIEW DATE:

BACKGROUND:

Construction and renovation projects in health care facilities pose a threat to residents and may also be a health risk to staff and visitors. Health care-associated infections (HAIs) have been attributed to construction, renovation, and maintenance of health care facilities.

Advanced age is a risk factor for HAIs therefore; careful planning is required to ensure that appropriate infection prevention and control measures are utilized throughout the project to reduce these risks.

Additional infection prevention and control measures for construction and renovation projects during a pandemic are required. Consultation and engagement with appropriate stakeholders regarding infection prevention and control must be incorporated into the planning, working and commissioning phases to minimize risk of infection throughout the project during a pandemic.

PURPOSE:

- To prevent infectious disease transmission through the construction, renovation and architectural design of a facility.
- Infection prevention and control is important in each phase of the project - planning phase, work phase and the commissioning phase.

PROCEDURE:

1. Contractors are required to follow Infection Prevention and Control (IPAC) policy 7.3 “Guidelines for Construction and Renovation”.

2. During a pandemic situation, such as COVID-19, additional precautions will be required to ensure the health and safety of all contractors, Home residents, and staff during construction, renovation, maintenance and design projects as per Public Health, Ontario Health, Ministry of Health and Ministry of Long-Term Care.

3. Additional precautions required by contractors during COVID-19 include:

DRAFT

- Contractors must conduct a self-assessment prior to coming to the work site. If a contractor fails self-assessment, the contractor must not report to the work site; but, is required to notify their manager/supervisor, and contact their health care provider and/or report to a COVID-19 assessment centre
- Contractor(s) must be screened at the front door upon arrival to the Home if entering the Home
- Contractor(s) must pass screening
- Personal protective equipment must be worn at all times while in the Home as directed by public health, Ontario Health and/or Ministry of Long-Term Care
- Frequent hand hygiene with soap and water and/or alcohol-based hand rub
- Any entry to an occupied area of the Home during a pandemic must be pre-approved by Infection Prevention and Control (IPAC) management of the Home

4. IPAC requirements are subject to change during a pandemic, and, any required changes will be communicated to contractors as made available for immediate implementation. Contractors have an accountability to stay informed of pandemic resources and required IPAC measures for contractors.

5. During COVID-19, the following resource guidelines (May 2020) must be followed, including, but are not limited to the following:

   - **Construction site health and safety during COVID-19:** www.ontario.ca/page/construction-site-health-and-safety-during-covid-19

   - **Resources from Infrastructure Health and Safety Association (ihsa.ca) to prevent COVID-19 in the workplace: Construction**

     - Procedures for handling paperwork
     - Worker responsibilities
     - Supervisor responsibilities
     - Construction facility hygiene
     - Sharing tools (hand tools)
     - Personal protective equipment (PPE)
     - Handling and receiving packages
     - Lunchroom practices
     - COVID-19 screening (checklist)

DRAFT

- Construction site trailers
- End of shift best practices
- On-site sanitation
- Responding to a suspected COVID-19 exposure if you are:
  - an employer
  - a constructor
- **Ontario General Contractors Association – Working within Physical Distancing Protocol: COVID-19:** https://ogca.ca/wp-content/uploads/2020/05/COVID-19-Physical-Distancing-Protocol-Final.pdf
- **Canadian Construction Association – COVID-19 Standardized Protocols for All Canadian Construction Sites**: www.cca-acc.com/wp-content/uploads/2020/04/CCA-COVID-19-Standardized-Protocols-for-All-Canadian-Construction-Sites-04-16-20.pdf
- **Public Health Ontario – Construction, Renovation, Maintenance and Design IPAC Checklists, Guides etc.:** www.publichealthontario.ca/en/health-topics/infection-prevention-control/crmd

DRAFT

REPORT TO COUNTY COUNCIL

FROM: Alan Smith, General Manager of Economic Development

DATE: July 6, 2020

SUBJECT: COVID-19: Workforce Recovery

RECOMMENDATION:

THAT the July 6, 2020, report titled, COVID-19: Workforce Recovery, submitted by the General Manager of Economic Development, be received and filed for information.

INTRODUCTION:

The COVID-19 outbreak is a human tragedy and has created a healthcare crisis on a global scale. The pandemic has also negatively impacted the economic health of many Canadians. To support Canadians, all levels of government have put some sort of support programs or assistance in place to help vulnerable industry sectors and the business community. Some of these supports will continue however there is a need to start planning for the post COIVD-19 world.

As highlighted by the Canadian Chamber of Commerce, it is difficult to predict with any certainty the economic, political and cultural changes this pandemic will have on Canada, but these changes will be significant. "… [For example] …Canada's workforce will not be the same when it comes time for recovery. Employment may not return to pre-crisis levels at any point soon. Available jobs and the skills required will shift. Employers might increasingly look to automation to maintain operations during future crises and reduce risk. Canadians will need reskilling, upskilling and skills training programs to get them back to work…"
https://www.canadianbusinessresiliencenetwork.ca/resources/recovery/

Therefore, as part of Elgin County's economic recovery efforts and post COVID-19 planning requires the undertaking of initiatives that will provide a greater understanding of employer needs and skill gaps based on the demand and supply of labour. The General Manger of Economic Development has agreed to participate on an advisory committee led by the Elgin Middlesex Oxford Workforce Planning and Development Board (EMOWPDB) which will address these labour market issues. The information obtained will be representative of the London Economic Region. However, there will be information generated that will be specific to Elgin County which will assist with addressing the County's economic challenges in the post COVID-19 world. Participation will be dependent on the EMOWPDB receiving funding from the Ontario Ministry of Labour, Trade, Skills and Development.

DISCUSSION:

The business community has been hit hard by the impact of COVID-19. The London Economic Region, which includes Elgin County, has been experiencing both temporary and permanent job loss due to the pandemic. As the economy begins to open more broadly, it is anticipated that businesses will rehire and/or hire the workforce they need to continue their operations. However, in the aftermath of COVID-19, there will be changes to how businesses will provide services, impacts to supply chains, and how businesses will conduct their operations i.e. physical distancing, PPE requirements, health/labour guidelines, worker attitudes, recruitment and layoffs, etc. At this time, labour market impacts of COVID-19 in the London Economic Region are not fully known. More information is required about employer circumstances and what they require to move forward during these unprecedented and challenging times.

To gather this information, the EMOWPDB is proposing to undertake an Employer Survey/Needs Assessment conducted through an Ontario Labour Market Partnership research project delivered through the Ontario Ministry of Labour, Training and Skills Development. The anticipated outcomes include:

- Economic and employment recovery will be better informed across the London Economic Region.
- Employers will identify the workers and/or skill sets they need allowing Employment Services/Literacy Service Providers to better prepare job seekers for these opportunities.
- Employers will identify information and supports that will assist with ongoing business needs.
- Job seekers will have the information they need to find employment in the local labour market.
- Survey results will inform community planning and response.

The duration of this project is three months. Once funding is confirmed, the project will begin in mid July and end in October. To date, members of the project advisory committee include the EMOWPDB, County of Elgin Economic Development, City of London, London Economic Development Corporation, Community Employment Services, and the Tillsonburg Multi-Service Centre. Representation from other counties/municipalities are expected to join the committee.

The EMOWPDB have also applied for funding through the Ontario Ministry of Labour, Trade, Skills and Development to identify how the supply and demand of labour in Southwestern Ontario may shift in the next 12-24 months because of COVID-19. Through proposing of various scenarios that a business or organization may find themselves, the project will also seek to identify specific actions or initiatives that employment and training services, government, business, and community leaders can start implementing to bridge skills gaps that emerge in each of these scenarios. The

above-mentioned committee will also guide this project. However, there will be wider regional representation for this initiative that will include involvement from Workforce Planning West, Western Ontario Wardens' Caucus, and Libro Credit Union.

It must be stressed that the information resulting from both projects will inform the County of Elgin's economic recovery efforts; and, will also assist meeting the objectives of the Elgin-St. Thomas Economic Resiliency and Recovery Taskforce, which includes Elgin's local municipal partners.

CONCLUSION:

Having the County's General Manager of Economic Development being involved with initiatives in the London Economic Region will provide a greater understanding of employer needs and skill gaps based on the demand and supply of labour. This involvement will enable the County to gain better insight on how to address the impacts of the pandemic is having on the local economy and pertaining to workforce development.

All of which is Respectfully Submitted — Approved for Submission

Alan Smith
General Manager of Economic Development

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services
Peter Dutchak, Deputy Director of Engineering Services
Tyson Edwards, GIS and Asset Management Engineering Coordinator

DATE: July 6, 2020

SUBJECT: Reduced Speed Zone By-Law Amendments – Talbot Line, Glencolin Line and Wonderland Road

RECOMMENDATIONS:

THAT By-Law 17-11 to designate Reduced Speed Zones on County Roads be amended as follows:

Addition to Schedule 'C' (Maximum Rate of Speed 60 Kilometres per hour), Road 40 (Springfield Road), Section B – "From the west property limits of Springfield Road to the east property limits of Springfield Road being a total distance of 126 metres".

Remove from Schedule 'C' (Maximum Rate of Speed 60 Kilometres per hour), Road 29 (Wonderland Road), Section A – "From 950 metres north of the property line of County Road 52 northerly for 2378 metres to Southminister Bourne".

Revise Schedule 'A' (Maximum Rate of Speed 40 Kilometres per hour), Road 29 (Wonderland Road), Section A, - "From the north limits of County Road #52 for a distance of 755 metres".

Remove from Schedule 'C' (Maximum Rate of Speed 60 Kilometres per hour), Road 3 (Talbot Line), Section C – "From 550 metres east of the east property line of County Road 20 to 508 metres west of the east property line of County Road 20".

Addition to Schedule 'B' (Maximum Rate of Speed 50 Kilometres per hour), Road 3 (Talbot Line), Section B – "From 550 metres east of the east property line of County Road 20 to 508 metres west of the east property line of County Road 20".

Remove from Schedule 'C' (Maximum Rate of Speed 60 Kilometres per hour), Road 3 (Talbot Line), Section B – "From 483 metres east of the east property line of County Road 8 to 550 metres west of the east property line of County Road 8".

Addition to Schedule 'B' (Maximum Rate of Speed 50 Kilometres per hour), Road 3 (Talbot Line), Section B – "From 610 metres east of the east property line of

County Road 8 to 730 metres west of the east property line of County Road 8"; and;

THAT By-Law 17-12 to Designate Community Safety Zones on County Roads be amended to include: Glencolin Line (County Road #40), between Springfield Road west property limits to Springfield Road east property limits (being a total of 126m), and active twenty-four hours each day, seven days per week and for each day of the year.

INTRODUCTION:

Four separate reduced speed zones along County roads require revisions. It is proposed that two existing speed zones be reduced from 60km/h to 50km/h, a new 60km/h zone is introduced and an existing 60km/h zone is eliminated all as detailed in this report. It is recommended that the supporting reduced speed zone by-law be amended to include these revisions.

DISCUSSION:

GLENCOLIN LINE

The County of Elgin has jurisdiction over a short 126 metre long section of Glencolin Line that connects Springfield Road (CR 40) north and south of Glencolin Line. The Township of Malahide has jurisdiction over the remaining sections of Glencolin Line and is undertaking an initiative to implement a reduced speed limit to 60km/h and establish a Community Safety Zone on this section of road. In order to support their initiative, the County's by-law requires revision to include a 60km/h speed reduction and Community Safety Zone on this short section of road. Please also refer to the attached Figure 1.

WONDERLAND ROAD

Wonderland Road (CR 29) was received from the Township of Southwold in 2017 and consists of a 755 metre long, 40km/h zone and a 2,780 metre long, 60km/h zone. Wonderland Road is currently being reconstructed and scheduled to be reopened to traffic in August 2020. The newly constructed road has been designed sufficiently to accommodate an 80km/h speed limit, therefore, the former 60km/h zone can be eliminated. The existing 40km/h zone at the south end of Wonderland Road will remain until a permanent geometric solution is implemented. As Council is aware, an Environmental Assessment Planning Process is currently underway in partnership with the Ministry of Transportation that encompasses this section of Wonderland Road. A revision to the County's by-law is required to remove this reduced 60km/h zone and to revise the by-law to accurately reflect the location of the 40km/h zone. Please also refer to the attached Figure 2.

TALBOT LINE – SETTLEMENT OF SHEDDEN

Staff proposes to reduce the speed limit on Talbot Line (CR 3) through the settlement of Shedden from 60km/h to 50km/h in response to a concern received regarding available sight distance. A review concluded that a reduction in speed limit will afford drivers additional gap time to make manoeuvres onto Talbot Line that may resolve the issue. This area will be reviewed by staff after the speed reduction implementation to determine what if any further measures (i.e. parking restrictions) may be necessary. A revision to the County's by-law is required that eliminates this road section from Schedule 'C' (60km/h) and includes this road section in Schedule 'B' (50km/h). Please also refer to the attached Figure 3.

TALBOT LINE – HAMLET OF WALLACETOWN

As directed by County Council, staff is working with the Municipality of Dutton/Dunwich to implement a pilot project on Talbot Line (CR 3) in the Hamlet of Wallacetown. One of the components of this project is to reduce the speed limit from 60km/h to 50km/h to afford drivers entering Talbot Line from Currie Road (CR 8) additional gap time to make their manoeuvres. A revision to the County's by-law is required that eliminates this road section from Schedule 'C' (60km/h) and includes this road section in Schedule 'B' (50km/h). The proposed limits of the 50km/h speed zone have also been extended to begin at the hamlet's boundary. Please also refer to the attached Figure 4.

CONCLUSION:

By-Law 17-11 to designate Reduced Speed Zones on County Roads requires amendments to change the reduced speed limit on four different sections of County roads. The report proposes the following changes:

- A 126 metres long section of Glencolin Line be reduced to 60km/h to support the Township of Malahide's initiative.
- A 2,378 metre long section of Wonderland Road be changed from 60km/h to 80km/h after construction is completed.
- A speed reduction from 60km/h to 50km/h through the Settlement of Shedden on Talbot Line, and,
- A speed reduction from 60km/h to 50km/h through the Hamlet of Wallacetown on Talbot Line and an extension of the existing reduced speed limit in order to begin at the hamlet's boundary.

In addition, By-Law 17-12 to Designate Community Safety Zones on County Roads requires an amendment to include the establishment of a Community Safety Zone on Glencolin Line for a short 126 metres section under the County's jurisdiction.

All of which is Respectfully Submitted

Brian Lima
Director of Engineering Services

Peter Dutchak
Deputy Director of Engineering Services

Tyson Edwards
GIS and Asset Management Engineering Coordinator

Approved for Submission

Julie Gonyou
Chief Administrative Officer

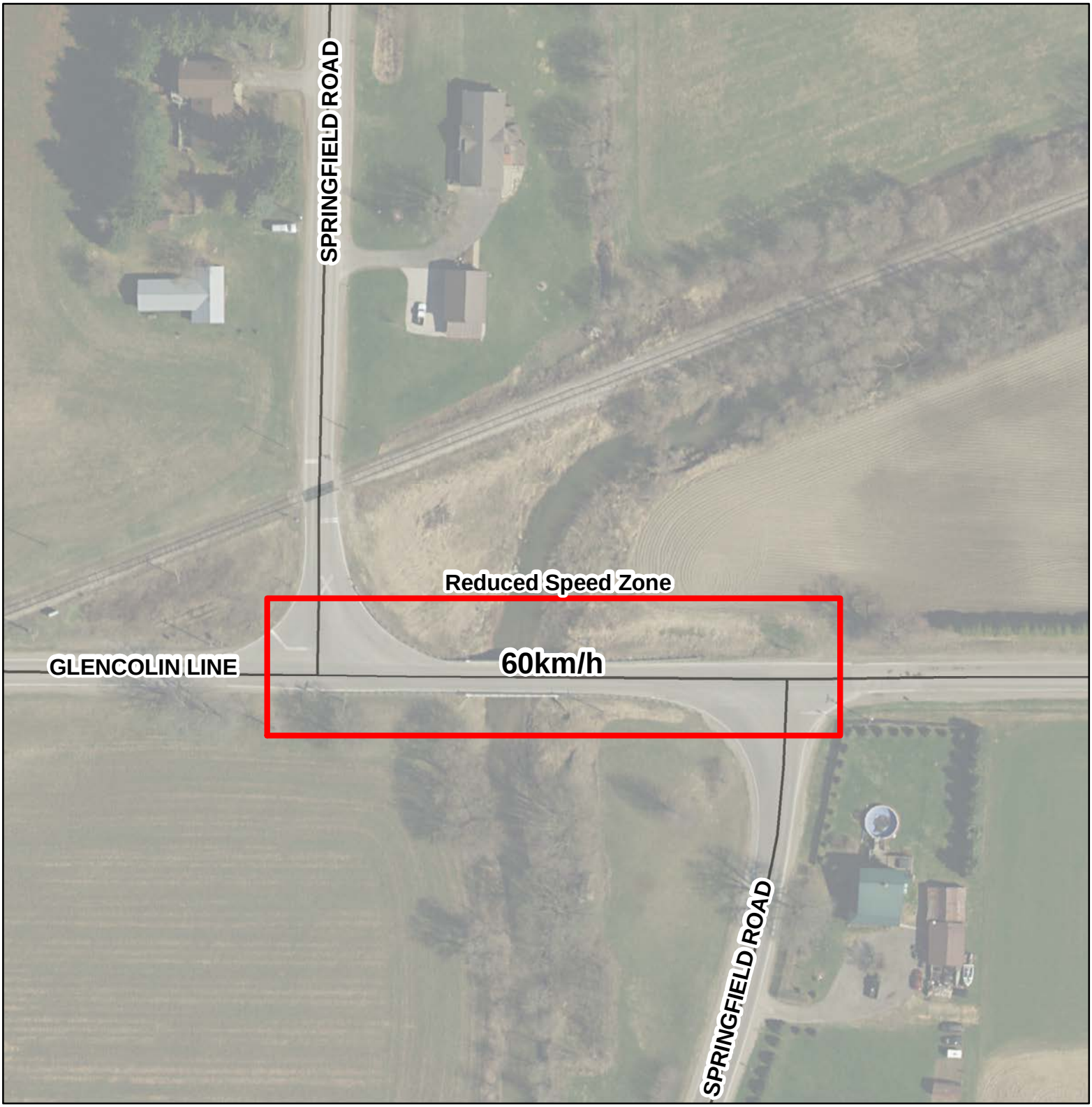


Figure 1 - Glencolin Line

Glencolin Line (CR40)
Reduce speed limit from 80km/h to 60km/h
Established Community Safety Zone

N

0 5 10 20 30 40 Meters
140

Scale 1:1,200

Legend

Speed Zone Area

Elgin Road Network

The Corporation of the County Elgin
Prepared By: Engineering Services

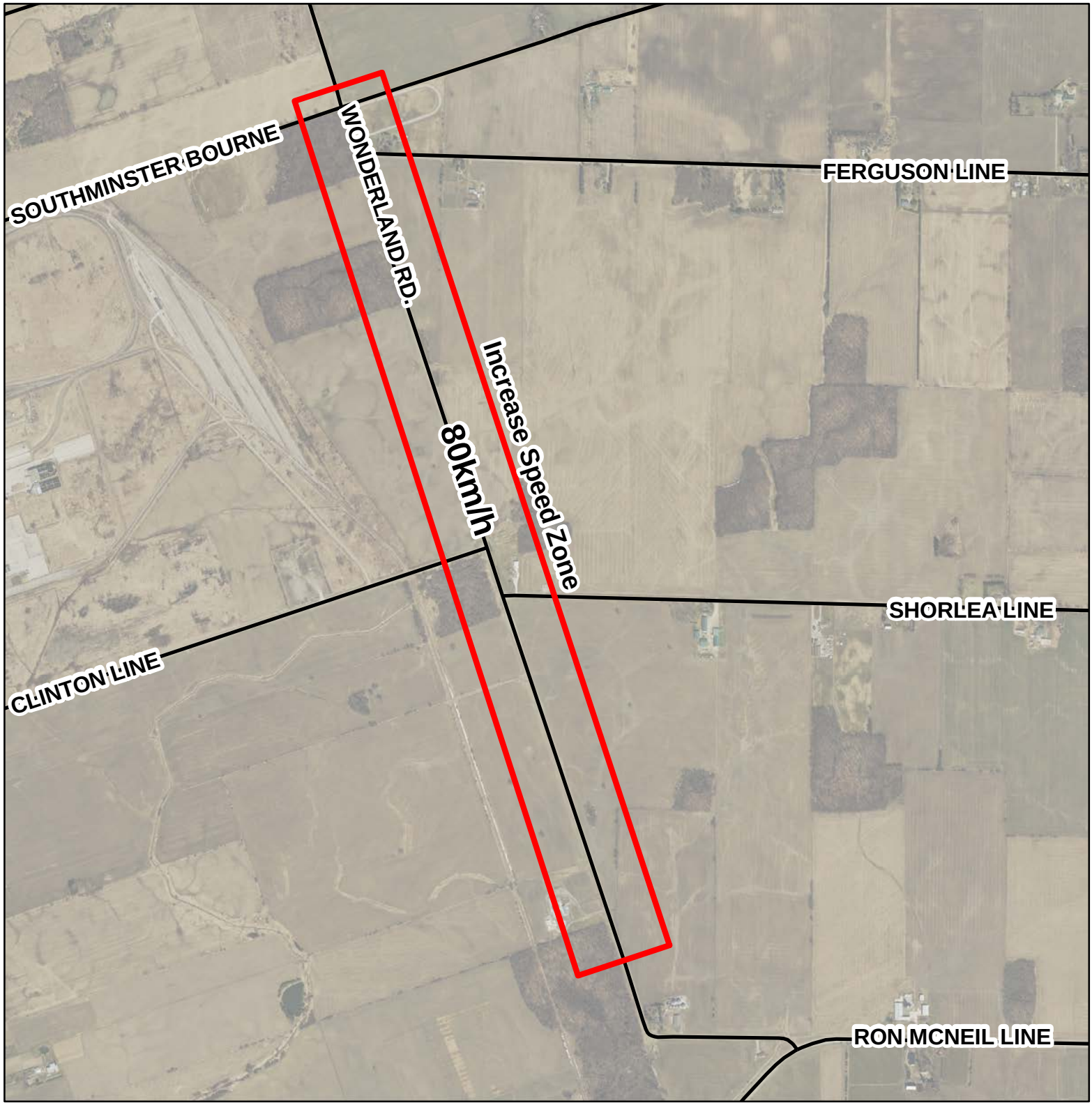


Figure 2 - Wonderland Road

Wonderland Rd (CR29)
Increase speed limit from 60km/h to 80km/h

N

Legend

Speed Zone Area

Elgin Road Network

0 95 190 380 570 760 Meters

141

Scale 1:16,500

The Corporation of the County Elgin
Prepared By: Engineering Services

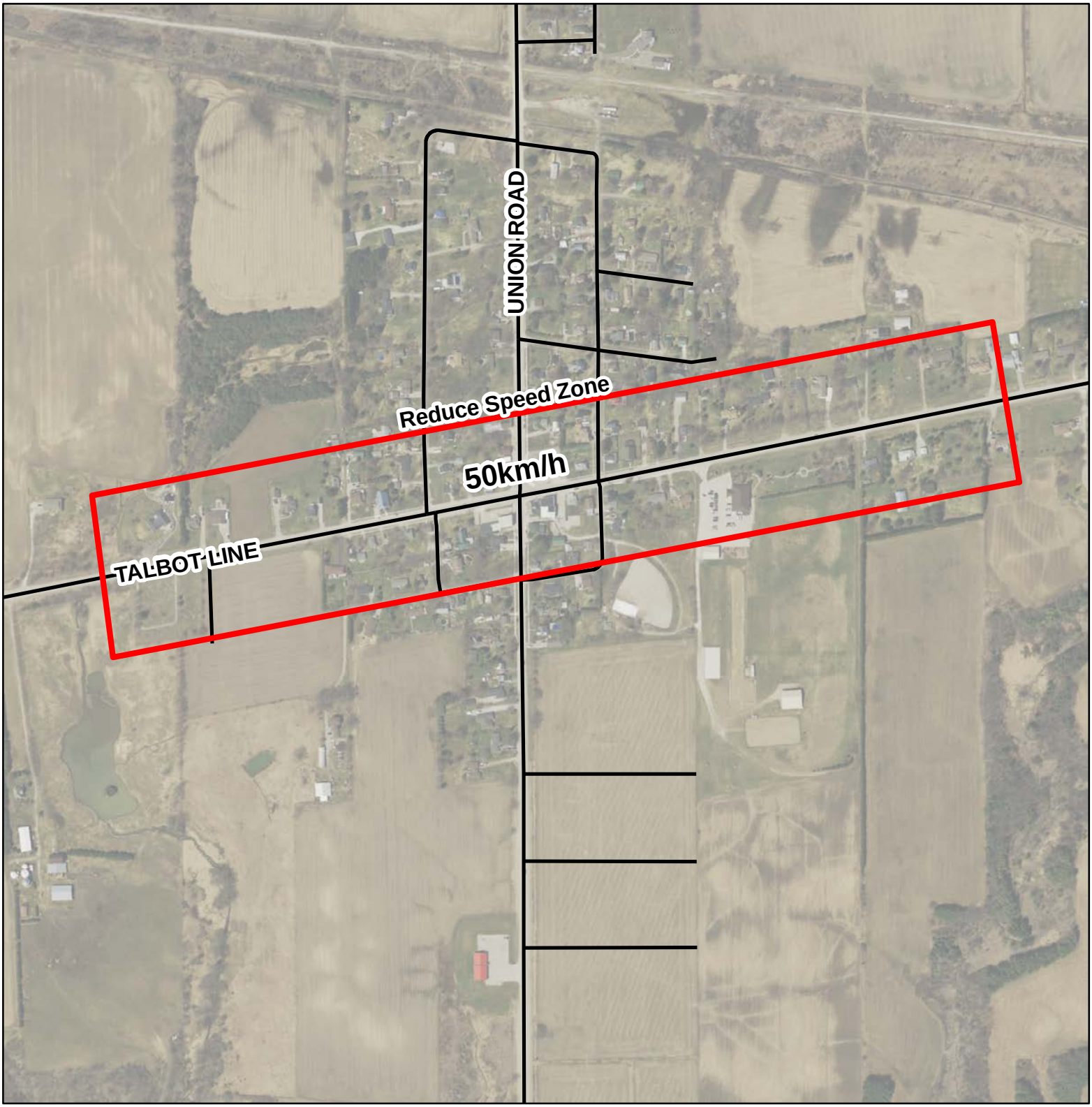


Figure 3 - Shedden

Talbot Line (CR3)
Reduce speed limit from 60km/h to 50km/h

Legend

Speed Zone Area

Elgin Road Network

0 37.5 75 150 225 300 Meters

Scale 1:6,500

The Corporation of the County Elgin
Prepared By: Engineering Services

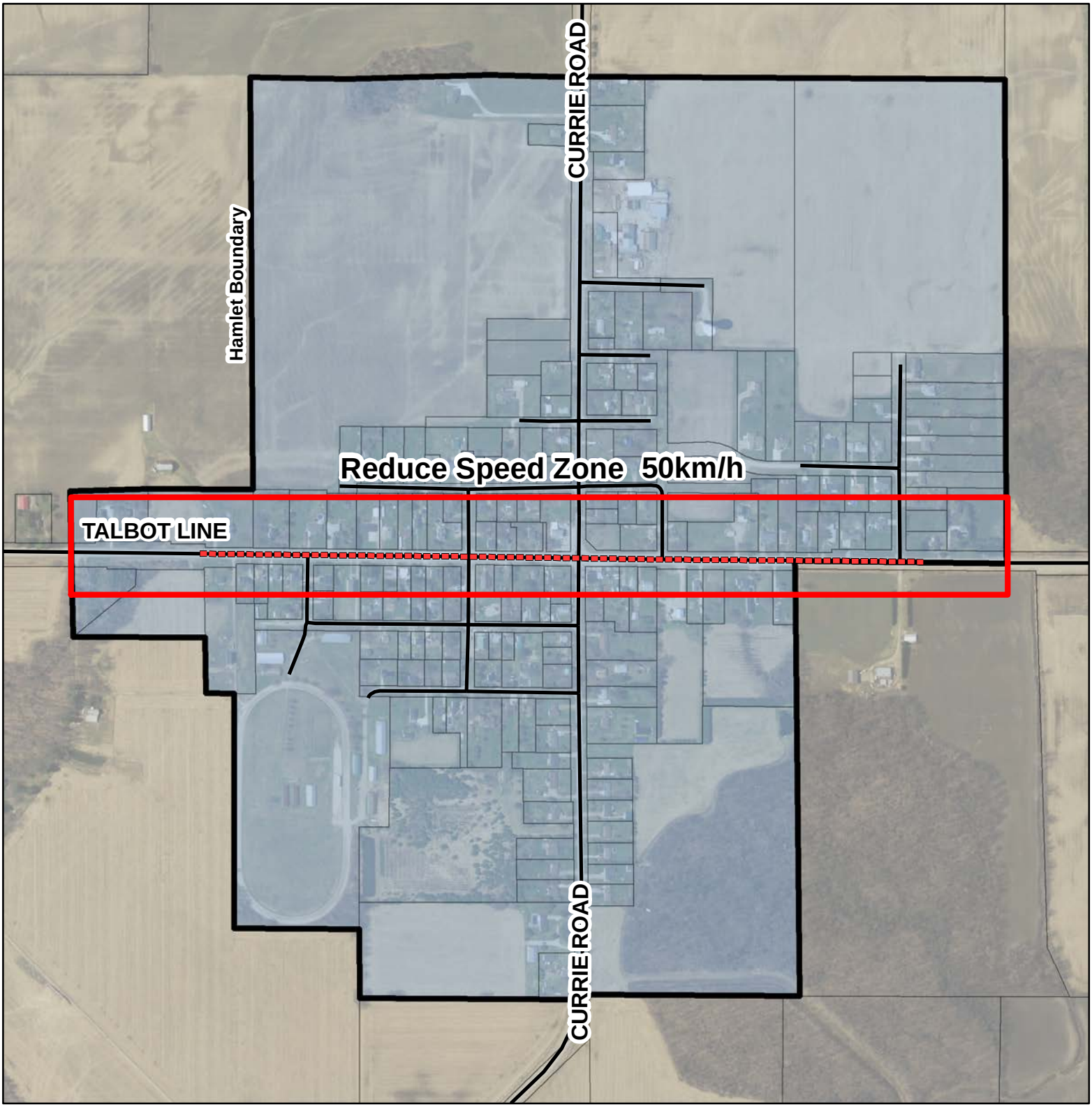


Figure 4 -Wallacetown

Talbot Line (CR3)
Reduce speed limit from 60km/h to 50km/h

Legend

- Speed Zone Area
- Existing 60km/h Zone
- Elgin Road Network

0 45 90 180 270 360 Meters

143

Scale 1:7,582

The Corporation of the County Elgin
Prepared By: Engineering Services

Development Charges
Council Information Session

Brian Lima, Director of Engineering Services

Elgin County
Progressive by Nature

Discussion

- Background
- Development Charges Act Overview
- Services that Could be Considered
- DC Process Overview
- DC Rates in Other Communities
- Council Considerations
- Consideration of Next Steps

Elgin County
Progressive by Nature

Background

- The County does not currently levy DCs
- DCs are implemented through by-law(s) which have a maximum life of five years
- DCs are governed by Provincial statute: the *Development Charges Act, 1997*
- Both upper and lower tier municipalities can levy DCs (and school boards)

Elgin County
Progressive by Nature

Background

- August 29, 2014 – *Hemson Consulting Ltd.* retained by Council to prepare Development Charge Background Study
- May 12, 2015 - Development Charge Background Study presented, Council then chose not to proceed with required public consultation and supporting by-law

Elgin County
Progressive by Nature

What are Development Charges?

- Fees imposed on development to finance development-related capital costs
- As a municipality grows, new infrastructure and facilities are required to maintain service levels (e.g. ambulance facilities, roads, etc.)
- Principle is "growth pays for growth" so that financial burden of servicing development is not borne by existing taxpayers or jeopardizes sustainability of capital program

ElginCounty
Progressive by Nature

Development Charges Context

- Development Charges
  - Fund a share of the capital cost of expanding municipal infrastructure to service the needs arising from new development
- Property Taxes
  - Statutory and non-statutory reductions on DCs
  - Fund operating costs and long-term repair and replacement of municipal infrastructure

Elgin County
Progressive by Nature

Development Charge Context

- DCs are most commonly collected at the time of building permit issuance
  - Act also permits the collection of DCs at the time of subdivision approval for engineering services
- County DCs are collected at the municipality level
- DC reserves/accounts must be established on a service-by-service basis

Elgin County
Progressive by Nature

DC Act Service Exclusions

- Cultural or entertainment facilities, including museums, theatres and art galleries
- Tourism facilities, including convention centres
- The acquisition of land for parks
- Hospitals as defined in the Public Hospitals Act
- Landfill sites and services
- Waste incineration
- Headquarters for the general administration of municipalities and local boards

Elgin County
Progressive by Nature

County of Elgin Possible DC Services for Consideration

Service	Statutory Maximum DC Cost Recovery	Statutory Maximum Planning Period
General Government (Studies)	90%	10 years
Library Service	90%	10 years
Land Ambulance	90%	10 years
Long Term Care	90%	10 years
Provincial Offences	90%	10 years
Ontario Works	90%	10 years
Children's Services	90%	10 years
Roads and Related	100%	Build out

Note: Services shared with the City of St. Thomas are eligible

ElginCounty
Progressive by Nature

DC Act Eligible Costs

- Costs to acquire and improve land (including leasehold interest in land)
- Building and structure costs
- Rolling stock with a useful life of 7 years or more
- Furniture and equipment, excluding computer equipment
- Development-related studies
- Interest and financing costs

Elgin County
Progressive by Nature

2015 Development Charge Study Findings

- Ten-Year Gross Capital Forecast Cost $51.4M

- Calculated Residential Rate (fully serviced)
  - Singles & Semi Detached $4,291
  - Rows & Other Multiples $2,723
  - Apartments $2,193

- Calculated Non-Residential Rate (fully serviced) $8.41 / m^2

Elgin County
Progressive by Nature

Proposed County Funded Growth Projects - Roads

Municipality	Location	Road Improvement	Estimated Cost
West Elgin	Intersection of Furnival Road (CR 103) and Hoskins Line	Anticipated installation of turning lane improvements	$300,000
Southwold	Intersection of Sunset Road (CR 4) and Talbotville Gore Road (south)	Installation of northbound left-turn lanes with 50 metres of storage length from Sunset Road	$150,000
	Talbot Line west of Talbotville	Installation of a westbound left-turn lane with 25 metres of storage length from Talbot Line	$150,000
	Intersection of Talbot Line (CR 3) and Sunset Road (CR 4)	Implementation of signal optimization and retiming to achieve acceptable level of service operations, and installation of a new southbound shared through/right-turn lane	$250,000
Central Elgin	Intersection of Wellington Road (CR 25) and McBain Line	Installation of traffic signals	$400,000
	Intersection of East Road (CR 23) and Sunset Road (CR 4)	Realignment of East Road and the installation of the intersection 125 metres to the north, and a northbound left-turn lane with 25 metres of storage length from East Road	$2,500,000

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Proposed County Funded Growth Projects - Roads

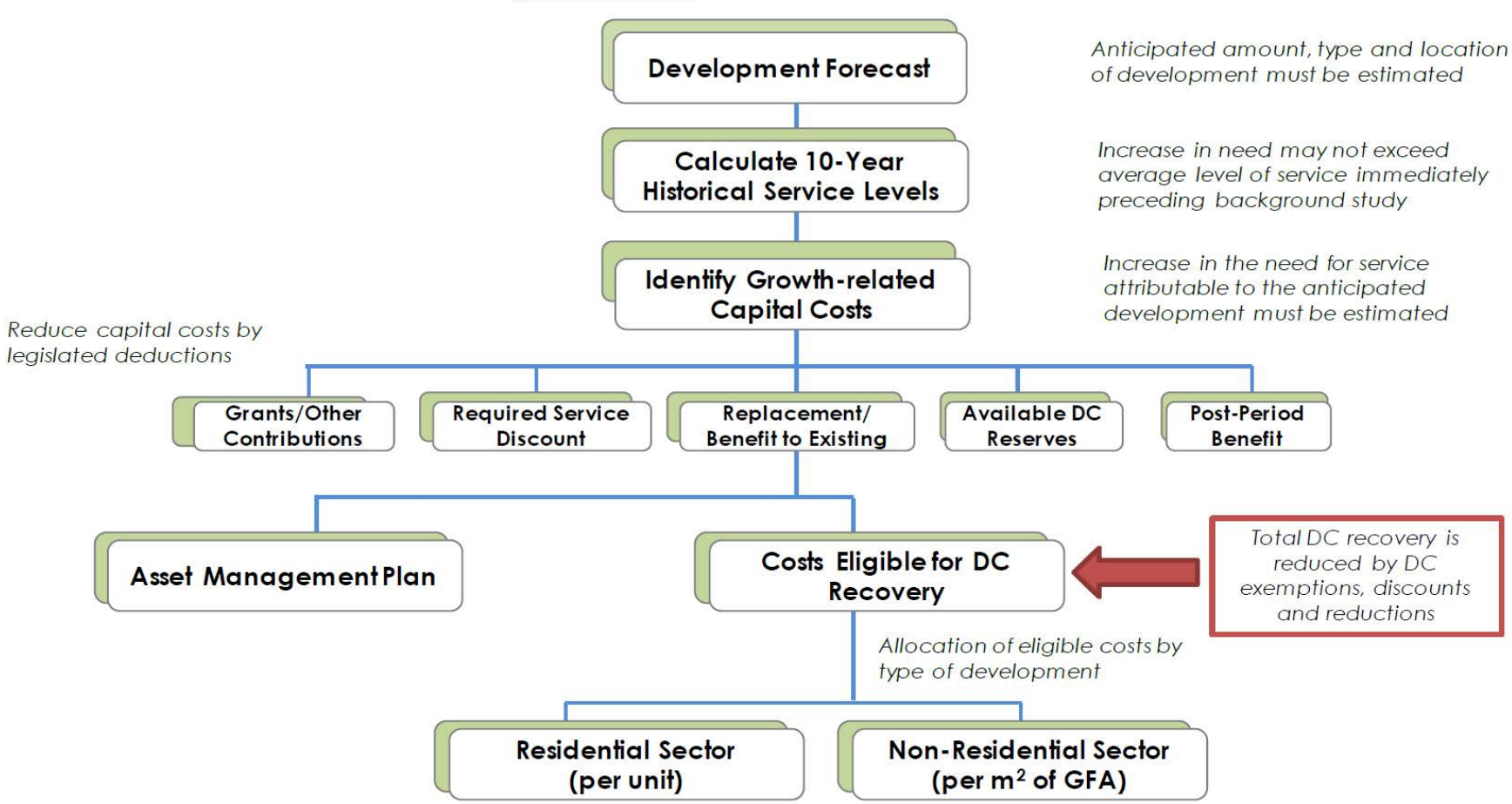
Municipality	Location	Road Improvement	Estimated Cost
Central Elgin	Intersection of East Road (CR 23) and Hill Street	Installation of a northbound left-turn lane with 15 metres of storage length from East Road	$150,000
	Intersection of Sunset Road (CR 4) and Southdale Line	Implementation of signal optimization and retiming to achieve acceptable level of service operations, and extension of the existing eastbound left-turn lane with an additional up to 70 metres of storage length from Southdale Line	$100,000
	Intersection of Sunset Road and Glenwood Avenue	Installation of a northbound left-turn lane with 25 metres of storage length from Sunset Road	$150,000
	Intersection of Sunset Road and Sparta Line	Anticipated installation of traffic signals and turning lane improvements	$500,000
	Intersection of Centennial Road and Elm Line	Anticipated installation of traffic signals and turning lane improvements	$500,000
Malahide	Intersection of Ron McNeil Line and Omemee Street	Potential installation of turning lane improvements	$150,000
	Intersection of Whittaker Road and Nelson Street	Potential installation of turning lane improvements	$150,000
		TOTAL	$5,450,000

DC Act Land-use Exemptions

- School Boards
- Municipal buildings
- Minor residential expansions (e.g. basement apartments)
- Industrial expansions up to 50%

Elgin County
Progressive by Nature

DC Study Process



ElginCounty
Progressive by Nature

Key Council Considerations

- Background Study showing all calculations must be made available 60 days prior to by-law passage
  - Public Meeting must also be held
- Council can adopt DCs at Background Study rates or any level under that amount
- Council may also utilize DC discounts and exemptions
  - Lost revenue cannot be made up through higher DCs on other uses

Elgin County
Progressive by Nature

DCs of Member Municipalities

Municipality	Charges Per Single Detached Unit
West Elgin	No DCs
Dutton/Dunwich	No DCs
Southwold	DC Background Study Underway
Central Elgin	$5,185.86 - $15,190.19
Aylmer	$6,500 - $12,241
Malahide	$6,217
Bayham	No DCs
City of St. Thomas	$12,000

Elgin County
Progressive by Nature

DCs in Other Counties (w/o water or wastewater)

Municipality	Charges Per Single United Detached
Peterborough County	$36,192
Simcoe County	$9,760
Grey County	$7,355
Wellington County	$5,405
Norfolk County	$5,301
Dufferin County	$4,930
Oxford County	$3,479
Lambton County	No DCs
Middlesex County	No DCs
Huron County	No DCs
Perth County	No DCs
Essex	No DCs

2015 Elgin County
$4,291

Consideration of Next Steps

- Council direction on whether to proceed with DC study
- If study proceeds, next steps would be:
  - Prepare growth forecast
  - Compile historic inventories
  - Prepare 10-year DC capital plan

Elgin County
Progressive by Nature

REPORT TO COUNTY COUNCIL

FROM: Katherine Thompson, Supervisor of Legislative Services and Community Relations

DATE: July 3, 2020

SUBJECT: Administrative By-Law Updates

RECOMMENDATIONS:

THAT the July 3, 2020, report titled, Administrative By-Law Updates, submitted by the Supervisor of Legislative Services and Community Relations, be received and filed for information; and

THAT Elgin County Council repeal By-Laws No. 09-09, 09-10, 13-28 and 16-06; and,

THAT Elgin County Council enact By-Law No. 20-30 being a by-law to appoint a Deputy Clerk and an Alternate Deputy Clerks, By-Law No. 20-31 being a by-law to appoint a Deputy Treasurer and an Alternate Deputy Treasurer and By-Law No. 20-32 being a by-law to delegate certain authorities of the Council of the Corporation of the County of Elgin under Section 22 and 51 of the Planning Act to the Manager of Planning.

INTRODUCTION:

The County of Elgin has recently experienced organizational change including the addition of new members of the Management Team and senior staff retirements. It is important that by-laws governing the processes of the County are updated accordingly to accurately reflect municipal operations and that appropriate alternates are designated for the Clerk, Treasurer and Planner in accordance with provincial legislation.

DISCUSSION:

Staff have reviewed existing by-laws and are making the following recommendations to ensure continuity of operations:

Currently there are three by-laws that deal with the appointment of Deputy Clerk, Deputy Treasurer and Deputy Alternates. By-Law No. 09-09 appoints a Deputy Treasurer, By-Law No. 09-10 appoints a Deputy Clerk, and By-Law No. 16-06 appoints both an Alternate Deputy Clerk and an Alternate Deputy Treasurer in the same by-law.

Staff recommends repealing these three by-laws and replacing them with two by-laws. One that covers the clerk function by appointing a Deputy Clerk and Deputy Clerk Alternates and another that covers the treasury function by appointing a Deputy Treasurer and Deputy Treasurer Alternate. These by-laws will more accurately reflect

current staffing, reporting relationships and organizational operations. Additionally, the Manager of Planning will be appointed a Deputy Clerk Alternate allowing her to perform certain duties required under the Planning Act such as the stamping of deeds.

Additionally, By-Law No. 13-28 delegates certain authorities vested in the Council of the Corporation of the County of Elgin to the Manager of Planning pursuant to Section 22 and 51 of the Planning Act. These authorities include the approval authority with respect to plans of subdivision, plans of condominium and part lot control by-laws. A new Manager of Planning was recently hired and staff thought it prudent to revisit the by-law and make appropriate provisions to delegate this authority not only to the Planner but to an appropriate alternate in the absence of the Planner. Staff recommend that the alternate be the Director of Engineering Services. Staff are recommending that By-Law No. 13-28 be repealed and By-Law No. 20-32 Be enacted in its place to reflect these changes.

CONCLUSION:

By-Laws are the statutes of the municipal corporation and from time to time these must be reviewed to ensure that they are accurate and up to date and to ensure that the County is meeting its legislative requirements.

All of which is Respectfully Submitted

Katherine Thompson
Supervisor of Legislative Services
and Community Relations

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Katherine Thompson, Supervisor of Legislative Services and Community Relations

DATE: July 7, 2020

SUBJECT: Service Delivery Review Progress Report No.3

RECOMMENDATIONS:

THAT the July 7, 2020, report titled, Service Delivery Review Progress Report No. 3, submitted by the Supervisor of Legislative Services and Community Relations, be received and filed for information; and

THAT Elgin County Council approve the circulation of the document titled, Elgin County Service Delivery Review Interim Report Summary to Elgin's Local Municipal Partners and the City of St. Thomas.

INTRODUCTION:

The purpose of this report is to provide Council, Local Municipal Partners (LMPs) and the public with an update on the Service Delivery Review (SDR) process to date.

DISCUSSION:

The County of Elgin received funding through the Municipal Modernization Program to carry out a Service Delivery Review (SDR). StrategyCorp Inc. was engaged to carry out this SDR and identified the following key areas of focus: Shared Services/Resource Delivery, County Operations, and Human/Community Services.

The project began in February of 2020 and was scheduled to be completed by June 2020. Project timelines were adjusted as a result of the COVID-19 pandemic and the County of Elgin is on track to meet the completion deadline of mid-September 2020. Weekly strategy meetings are held with StrategyCorp Inc., Elgin's Chief Administrative Officer, Legislative Services Coordinator and Supervisor of Legislative Services and Community Relations. Adjustments to the project schedule are made on an as needed basis to ensure that the SDR is completed within specified time frames.

Since February, StrategyCorp Inc. has engaged in extensive stakeholder consultations with County Council and staff, LMP Councils and staff, and the City of St. Thomas Mayor and City Manager. Interim findings were presented to County Council on June 9, 2020 and submitted to the Province on June 15, 2020.

This interim report included a comprehensive overview of internal and shared services, detailed individual service evaluations and identified priority areas/opportunities. StrategyCorp Inc. continues to engage stakeholders through departmental workshops and focus groups with LMPs.

The final findings of the SDR must be submitted to the Province of Ontario, in the form of a final report, by September 18, 2020. Following the SDR, the results will also be made available to the public on the County of Elgin's website.

The attached Elgin County Service Delivery Review Interim Report Summary provides an overview of the project including the project focus, deliverables to date, identified opportunities, project timelines and next steps. To ensure transparency of the process staff recommend that the County of Elgin circulate this document to stakeholders and provide opportunities for further feedback before the final report is completed.

CONCLUSION:

The SDR process is scheduled to be completed by the end of September 2020. An interim report has been presented to Council and submitted to the Province in June. StrategyCorp Inc. continues to collect feedback from stakeholders and is working towards the preparation of a final report for consideration by Council in September. The attached Interim Report Summary will provide municipal stakeholders and the public with a comprehensive and easy to digest overview of the project to date and provide opportunities for further engagement.

All of which is Respectfully Submitted

Katherine Thompson
Supervisor of Legislative Services
and Community Relations

Approved for Submission

Julie Gonyou
Chief Administrative Officer

Elgin County Service Delivery Review Interim Report Summary

Background

The County of Elgin is excited to have the unique opportunity to undertake a comprehensive Service Delivery Review (SDR) and is fortunate to be doing so with the generous support of the Provincial government. The total cost of this project is $175,000 with $125,000 funded through the Municipal Modernization Program. The SDR will assess service levels and identify actions that could result in a more efficient and effective service delivery, organizational and operational arrangements and associated savings.

StrategyCorp was selected to undertake this review and has engaged in extensive stakeholder consultations with:

- The Warden and County Council
- Elgin County Employees (Leadership, Front line and Long-term Care)
- Local Municipal Partners (LMPs) (Council and Staff)
- City of St. Thomas (Mayor and City Manager)

Feedback was gathered through the use of:

- Group and Individual Interviews
- Surveys and Questionnaires
- Service Specific Workshops and Focus Groups

PROJECT FOCUS

Reviewing, improving and potentially expanding shared municipal services and resources with the County's seven local municipal partners.

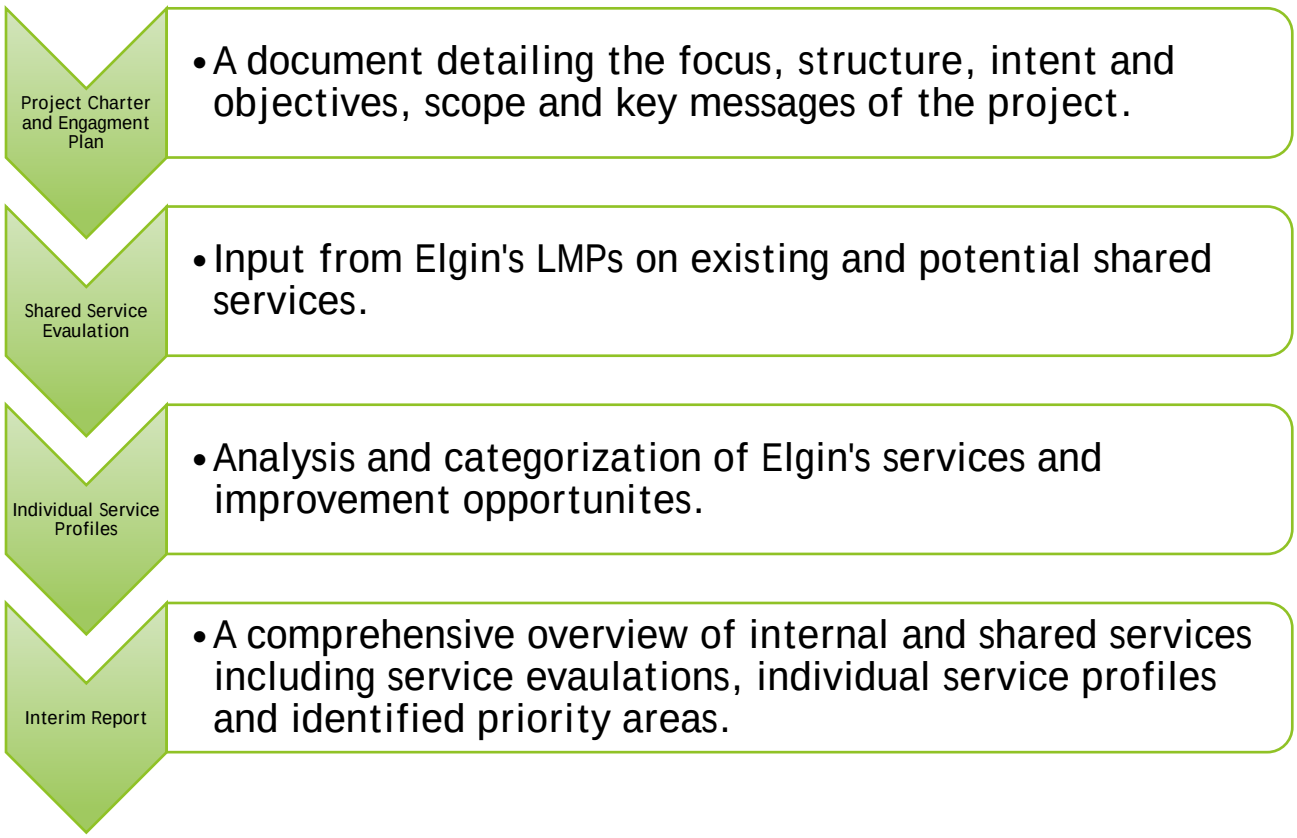
Examining and improving the County's internal operations.

Reviewing and improving the County's human and community services with a focus on long-term care.

Local Municipal Partner feedback, particularly that of CAOs, has been and continues to be an integral part of this review process.

Deliverables to Date:

A lot of work has been completed so far - the consultant team has gathered an extensive amount of feedback from stakeholders, partners and staff.



Timelines

The SDR has been underway since February 2020 and will continue until September 2020. The final report will be publicly available by the end of September 2020 and copies will be sent to all municipal partners. The County's Warden and CAO will be available to present the results to all partner municipalities in October/November 2020.

County Level

- The County has strong, forward-looking, nimble leadership with the desire to implement strategic change.
- Governance and communications enhancements can improve the County's management of contracts.
- The County celebrates its Long-Term Care Homes and now is the time to address short-term operational and long-term strategic issues.
- The time is right to embrace the increased use of modern technologies and digital tools to improve processes and realize efficiencies.
- Elgin's financial state is comparable to its comparators with similar operating and capital expenditures per capita and significantly lower long-term debt.

Shared Service Level

- Consideration is being given to shared initiatives such as IT, planning, collaborative purchasing, HR, by-law support and engineering advice.
- The opportunity exists to rework the governance and administration of existing shared services to ensure that the needs of all parties are being met. Ensuring that a successful framework exists for continuing to deliver these existing shared services is a priority.

Next Steps

If you would like to share additional comments about the priority areas listed on P.1, please send comments to: ckrahn@elgin.ca. We would love to hear from you.

If you have any additional comments or questions please contact:

Warden Dave Mennill
dmennill@elgin.ca

Julie Gonyou, Chief Administrative Officer
cao@elgin.ca

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer
Carolyn Krahn, Legislative Services Coordinator

DATE: July 6, 2020

SUBJECT: Community Safety and Well-Being Plan Update

RECOMMENDATION:

THAT the report titled “Community Safety and Well-Being Plan Update” from the Chief Administrative Officer dated July 6, 2020 be received and filed.

INTRODUCTION:

This report provides details regarding the joint project between the City of St. Thomas, Town of Aylmer, County of Elgin, along with Police Services (City of St. Thomas Police, Town of Aylmer Police and Elgin Ontario Provincial Police), for the development of a joint Community Safety and Well-Being (CSWB) Plan in accordance with the *Police Services Act* and Bill 175 – *The Safer Ontario Act.*

This plan will mark a shift in focus from a reactive, response-based approach to incidents to a more proactive, holistic approach to community safety. A shift in focus will result in reduced pressures on first responders, as the Community Safety and Well-Being Plan will focus on social development, prevention, risk intervention and incident response. The goal of the CSWB Plan is to achieve a sustainable community where everyone is safe and has a sense of belonging and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

DISCUSSION:

When the Coordinating Committee last met in March, they made plans to hold a meeting of the Advisory Committee on April 3, 2020. Due to COVID-19, the meeting was cancelled and notice was sent to all participants. On April 24, 2020, we received an update that amendments have been made to the Police Services Act to allow the Solicitor General to extend the deadline to prepare and adopt CSWB plans. The new deadline has yet to be announced. Although work has been delayed and is taking place in a different format than originally anticipated, the “behind-the-scenes” work on the Community Safety and Well-Being Plan has continued. Our expert consultant, Jennifer Kirkham, has been gathering information over the past several weeks, and we are in a good position to continue our work on the CSWB Plan.

We have also continued to gather data from members of the Advisory Committee. On May 21, 2020, a pre-recorded webinar was sent out to Advisory Committee members as an introduction to the CSWB project along with a survey for them to fill out which will help establish the priority/risk areas for Elgin. The survey received 38 responses. Our consultant, Jennifer Kirkham, has analysed and collated the data collected, and Jennifer

will facilitate a follow-up session with the Coordinating Committee on Thursday, July 23, 2020.

CONCLUSION:

In spite of initial setbacks due to COVID-19, work continues on the CSWB Plan. The completed CSWB Plan must be approved by Council and will be made publicly available. Staff will provide regular updates to County Council and municipal partners involved in the Community Safety and Well-Being planning process. Updates also continue to be posted on the Community Safety and Well-Being Planning website.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Carolyn Krahn
Legislative Services Coordinator

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: June 26, 2020

SUBJECT: Environmental Committee Terms of Reference

RECOMMENDATIONS:

THAT the report from the Chief Administrative Officer, titled “Environmental Committee Terms of Reference” dated June 26, 2020 be received and filed; and

THAT Council establish an Environmental Committee and direct staff to amend Council’s Committee By-Law 19-40 to include the Terms of Reference for the Environmental Committee; and further

THAT Council appoint Councillor Jones and Councillor Martyn to the Environmental Committee, as recommended by Warden Mennill.

INTRODUCTION:

As part of County Council’s Strategic Planning Process, Council established the priority “Growing Elgin: to be the place where people want to live, work and play”. The objective associated with this priority is “fostering a healthy environment”. Council included “establish an Environmental Committee” with the associated timeline of August 31, 2020 as part of its Actions to support the Strategic Plan 2020-2022. The purpose of this report is to seek Council’s approval to establish an Environmental Committee, associated Terms of Reference and appoint two Members of Council to serve on the Committee.

BACKGROUND:

Draft Terms of Reference are attached to the report.

FINANCIAL IMPLICATIONS AND LOCAL MUNICIPAL IMPACT

Resources allocated to the development and ongoing support of the Environmental Committee and any associated action-items will be implemented primarily through the budget of the Administrative Services department, in partnership with external program delivery partners, when necessary. Ongoing participation by and partnerships with and amongst the local municipalities are critical to the execution of any outcomes resulting from the Committee’s work and will continue to be key in successfully identifying and implementing broader priorities for their respective communities.

Once the Committee is established and work has commenced, the Committee may determine that there is a need to formalize the role of local municipal partners, regional municipalities or other key stakeholders on the Committee. It is recommended that the

Committee structure be re-evaluated at the end of 2020 and that the Committee make recommended revisions to the Committee Terms of Reference along with their year-end report.

CONCLUSION:

The Environmental Committee will review and advise on issues related to environment matters. The Committee provides recommendations to Council and assists in increasing public, corporate and government awareness regarding the County's strategic goals and priorities.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Schedule B -2 - Advisory Committee – Environmental Advisory Committee

TERMS OF REFERENCE

Committee Name:	**Environmental Advisory Committee**
Committee Type:	Advisory Committee Role: To provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input to County Council on programs and ideas to assist in enhancing the quality of life of the Community, in keeping with Council's Strategic Plan principles. Advisory committees shall not give direction to staff, nor shall Advisory Committees request, without the approval of Council, the preparation of any administrative reports, research or work assignments.
Reporting to:	Elgin County Council The Advisory Committee has no binding decision making authority. The Advisory Committee will, with openness and transparency, share their subject matter expertise and make recommendations to Elgin County Council.
Enabling Legislation/ By-Law (if applicable)	• n/a
Staff Support:	Chief Administrative Officer/Clerk, Supervisor Legislative Services
Department Linkage:	Administration
Term of Appointment:	Term Coincides with that of Elgin County Council
Financial Impact:	Staff Resources Required
Meeting Frequency:	Approximately 1 meeting/month; meetings will be called at the discretion of the Chair. When possible, meetings will take place in a virtual manner.
Chair/Vice Chair	• Chair will be appointed by Committee annually.
Skills/Qualifications	Members shall be selected and recruited on the basis of the following characteristics: • Special expertise and interest in environmental advocacy/issues; and • Experience, dedication and commitment to the mandate of the Committee.
Membership/Composition	The Advisory Committee will be comprised of members who are identified to reflect a wide range of relevant knowledge, expertise and experience with cross-sectoral representation. The Advisory Committee must, at minimum, consist of the following members: • Two (2) Members of Elgin County Council • Warden • Four (4) members-at-large – citizen appointees • One (1) representative of an environmental and/or private sector interest group

	• One (1) representative of the Industrial/Commercial/Institutional Sector
Mandate:	The Environmental Advisory Committee provides input, advice and makes recommendations on environmental matters affecting the County of Elgin. The Advisory Committee is responsible for the following: • To serve as an advisory, resource and information support group to the Rural Initiatives and Planning Advisory Committee, Municipal Council and its Committees as required, and to the citizenry to encourage and promote sustainable programs and functions such as: Waste reduction, reuse and recycling programs; Water and energy conservation measures; and Climate change mitigation. • To investigate such other aspects of environmental concern as may be suggested by County Council, its other Committees, or civic administration. • To initiate and/or receive submissions and/or delegations regarding any environmental concerns and to report with recommendations to the Rural Initiatives and Planning Advisory Committee and/or County Council when appropriate.
Compensation:	n/a
Objectives:	Members of the Environmental Advisory Committee shall: • Provide input and comments on policies, procedures and regulations of the County including any environmental issues impacting the County; • The Committee may recommend and advise Council on policies to be developed and offer suggestions for the formulation of environmental policies and comment on policies prepared by staff; • Review studies, proposals and other documents referred to the Committee by Council or staff and provide advice regarding their application; • Assist Council and staff in identifying research needs and environmental data gaps and formulating a strategy for Council's consideration.
Link to Council's Strategic Priorities:	**Priority**: Growing Elgin: To be the place where people want to live, work and play. **Objective**: Fostering a healthy environment **Action**: Establish a Committee/Working Group to develop an annual plan that identifies ways to reduce the County's environmental footprint.
Reporting Requirements:	Report to Elgin County Council as required, no less than once/year.
Sub-Committees/Working Groups:	n/a
Timeline for Completion of the Assigned Tasks:	December 31, 2020
Council Review:	November 2020

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: July 7, 2020

SUBJECT: Elgin County Council Strategic Plan 2020-2022

RECOMMENDATIONS:

THAT the report titled “Elgin County Council Strategic Plan 2020-2022” submitted by the Chief Administrative Officer dated July 7, 2020 be received and filed; and

THAT Council approve the Council 2020 Work Plan to support the Strategic Plan 2020-2022.

PURPOSE:

Council continued its work on the 2020-2022 Strategic Plan at a planning session held on June 19, 2020. At this meeting, Council developed a 2020 Work Plan with associated timelines. The purpose of this report is to seek Council’s approval of its 2020 Work Plan.

BACKGROUND:

Council’s Strategic Plan is a roadmap that aligns efforts and resources in a way that supports Elgin County to be the best County it can be. Elgin County Council recently endorsed its 2020-2022 Strategic Plan as well as an Action Plan developed by Management Team in support of Council’s priorities. The Staff Action Plan was presented to County Council in early March 2020 and was resubmitted in June to indicate impacts to the proposed timelines as a result of the COVID-19 pandemic.

At its planning meeting on June 19, 2020, Council drafted a 2020 Work Plan to support its Strategic Priorities. Following Council’s review and approval of the 2020 Work Plan, Council’s next step is to determine how to measure performance for the listed priorities. An additional Strategic Planning meeting will be arranged for late July or early August.

CONCLUSION:

Council indicated that they recognize the importance of sharing Council’s progress, as well as that of staff, with our community in an open and transparent way to demonstrate progress and measure success. Once Council determines how progress will be measured, a document compiling Council’s Strategic Plan, Work Plan and Staff Action Plan will be presented to Council.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Elgin County 2020 – 2022 Strategic Plan

Strategic Priority	Serving Elgin	Growing Elgin	Investing in Elgin
Goal	To re-design how we respond to community need in a creative, sustainable way.	To be the place where people want to live, work, and play.	To make responsible financial decisions.
Objectives	We do this by focusing on: 1. Ensuring alignment of current programs and services with community need 2. Exploring different ways of addressing community need 3. Engaging with our community and other stakeholders	We do this by focusing on: 1. Planning for and facilitating commercial, industrial, residential, and agricultural growth 2. Fostering a healthy environment 3. Enhancing quality of place	We do this by focusing on: 1. Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future 2. Delivering mandated programs and services efficiently and effectively
Strategic Outcome	Stakeholders benefit from solutions that meet Elgin community needs.	Residents and visitors experience a vibrant community that is sustainable.	Optimized use of resources to support an affordable, healthy, engaged community.

Strategic Priorities and Goals	Objectives	2020 Actions	Timelines
Serving Elgin ***To re-design how we respond to community need in a creative, sustainable way.***	**Ensuring alignment of current programs and services with community need**	Engage in two-way communication with local municipal partners (staff, Council, public) about the Service Delivery Review	Ongoing
		Review and approve the recommendations resulting from the Service Delivery Review	September 15
	Exploring different ways of addressing community need	Create an inventory of priority projects/needs in each local municipal partner and identify the role of the County, if any	Initial inventory by December 31 and then ongoing
	Engaging with our community and other stakeholders	Hold an annual meeting with local municipal partner Councils and the City of St. Thomas	November 30
		CAO and Warden visit each local municipal partner Council	October 31
		Provide input into and participate in current provincial modernization initiatives (focus on public health)	December 31
		Explore the use of technology to make Council activities more accessible (online and hybrid)	August 31
		Invite others to attend and support Public Information Centres (virtual focus in 2020)	Delayed - review in June 2021
Growing Elgin ***To be the place where people want to live, work, and play.***	**Planning for and facilitating commercial, industrial, residential, and agricultural growth**	Approve a full-time planner position	**COMPLETED**
		Explore opportunities to facilitate and promote development (i.e. debt, development charges, incentives, taxation, etc.)	September 30
		Review, evaluate, and determine whether to continue to invest in the Community Improvement Program (CIP)	October 31

Strategic Priorities and Goals	Objectives	2020 Actions	Timelines
		Support COVID-19 recovery for our taxpayers	December 31 + ongoing
	Fostering a healthy environment	Create an Environmental Advisory Committee	August 31
		Champion engagement in the Community Safety and Well-Being Plan	December 31
		Review and approve the Community Safety and Well-Being Plan	June 1, 2021
	Enhancing quality of place	Host a local Internet Summit	November 30
		Establish a Connectivity Committee	**COMPLETED**
Investing in Elgin ***To make responsible financial decisions.***	**Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future**	Establish a Budget Committee	**COMPLETED**
	Delivering mandated programs and services efficiently and effectively	Develop and deliver key talking points/narrative about decisions and the future	2021 budget process + ongoing
		Explore revenue opportunities	December 31

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: July 7, 2020

SUBJECT: COVID-19 Emergency Team Planning

RECOMMENDATION:

THAT the July 7, 2020, report titled, “COVID-19 Emergency Team Planning” submitted by the Chief Administrative Officer, be received and filed for information.

INTRODUCTION:

The purpose of this report is to provide Council with an update on the County’s COVID-19 response.

DISCUSSION:

Since COVID-19 first emerged earlier this year, it has had a significant impact on everything we do. Very little has remained unchanged as each of us has done our part to stop the spread of this global pandemic. As an organization, COVID-19 has meant we have needed new ways to deliver programs and services to our community. From moving to minimal operations and essential services only, to gradually restarting services and opening facilities, we have made significant changes along the way. Currently, the province has begun the careful process of reopening some areas of our community. As this process begins at the national, provincial and local level we, as a corporation, have been planning for our future and considering what our eventual return to the workplace will look like.

The corporation is planning a phased approach to returning staff to the workplace. We are currently in the first phase of our reopening strategy. Our efforts are focused on the safe return of staff to the workplace, and our facilities are slowly reopening. To prepare for this phase, the physical requirements for a safe workplace have been considered. Personal Protective Equipment (PPE), plexiglass, and physical distancing of work spaces have been distributed and installed as needed. In addition, we have made workflow changes including rotating office schedules, continued work from home options, and policy reviews.

After closing corporate facilities to all but essential services on March 31, 2020, we have now begun to gradually reopen. On July 6, 2020, the Elgin County Administration Building opened to the public by appointment only, and we are beginning the gradual process of returning staff to the workplace. All ten (10) branches of the Elgin County Library began providing Curbside Pickup on June 29th, 2020; and as of July 6, 2020,

the Provincial Offences Administration Building has resumed in-person ticket payment services.

Timelines associated with the resumption of services and the reintegration of staff into the workplace continue to be fluid and are subject to provincial directives and public health recommendations. Timelines will be based on having all appropriate safety measures in place, necessity of service, and the amount of work required to prepare each area or location.

CONCLUSION:

The Emergency Management Team continues to meet on a weekly basis to ensure essential County services and the COVID-19 response are properly resourced; to identify and manage resourcing and staffing issues; to support County Council, municipal partners, community and stakeholders; and to support staff to be well. The attached “COVID-19 Emergency Management Team Planning Chart” summarizes the County’s COVID-19 response to date.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Elgin County Reopening Strategy: APPENDIX I

COVID-19 Emergency Management Team Planning

June 2020

Administration – Legislative Services, County Council, and Warden

Leads: Warden, Council, Chief Administrative Officer & Supervisor of Legislative Services and Community Relations

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
Warden declared State of Emergency (Saturday, March 21, 2020) The 12th Annual County of Elgin Warden's Charity Golf Tournament in support of United Way cancelled for 2020.	CAO drafted joint media release re: declaration; email to staff; posted to website.	Legislative Services Coordinator reassigned full-time to support Terrace Lodge LTCH (as of March 16, 2020)	Future Staffing Challenges (Long-Term Care Homes) Business Support Electronic Council meetings and the transition back to in-person meetings, following public health guidelines Electronic Committee meetings and the transition back to in-person meetings, following public health guidelines	CAO weekly meetings with Western Wardens CAOs.	County-wide Emergency Operations Centre meetings (weekly) Regular meetings with the Elgin County Administrators Group Facilitated regular meetings of the Beach Task Force to coordinate the safe reopening of area beaches

Administration – General

Leads: Chief Administrative Officer & Supervisor of Legislative Services and Community Relations

Current Closures/ Service Impacts & Outcomes/Actions	Communications Strategy	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
Closure of 450 Sunset (County Administration); as well as 480 Sunset (Provincial Offences Administration) Majority of staff sent home as of March 31, 2020.	"COVID-19" updates sent to ALL USERS/COUNCIL each week Emergency Management Team meetings by Webex/Zoom at 3:00 pm held two (2) times per week - Standing agenda utilized, round table	Return to work practices (Administration, libraries, Heritage Centre, and Provincial Offences Administration)		Ongoing

Reopened 450 Sunset (County Administration) to the public by appointment only, effective July 6, 2020 Gradually reintroducing staff to the workplace, effective July 6, 2020	"Transformation Toolkit" sent to ALL USERS/COUNCIL. The Toolkit outlines how the County gradually and safely reintroduce staff into the workplace. "Elgin County Return to Work and Transformational Planning Staff Questionnaire" sent to ALL USERS/COUNCIL. Survey results were shared with staff and used to update the "Transformation Toolkit." Developed and sent out a digital screening questionnaire for staff working at the Administration Building/Provincial Offences Administration/Libraries) to complete on days that they are present at one of Elgin County's workplaces. "COVID-19 Questionnaire - Elgin County Long-Term Care Homes" sent all staff working in long-term care to give them an opportunity to provide comments and feedback regarding the County's response to COVID-19.			

Administration – Planning

Leads: Manager of Planning, County Solicitor & Chief Administrative Officer

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/Stakeholders	Coordination with Local Municipal Partners
Planning office open by appointment only/applications and other submissions received electronically, via mail, or at front counter (drop off)/all planning and LDC submissions are being processed	Public notification re: submitting LDC applications on-line/developers providing all applications and documents electronically	N/A	Virtual meetings of LDC/moving to digital filing system	Consultation with other County Planners/local planners and planning consultants/conservation authorities/responding to public inquiries	Coordination with local planners/clerks

Administration – Legal

Leads: County Solicitor & County Prosecutor

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
By-laws: Amendment to Procedural By-law to allow for electronic participation [By-law No. 20-14]; Prepared Declaration of State of Emergency; By-law to rescind the 2009 Pandemic Plan [By-law No. 20-16]; By-law: Delegation of Authority [By-law No. 20-15]; By-Law to Amend By-Law No. 18-35, as a By-Law to Prescribe Procedures for Governing the Calling, Place, and Proceedings of the Elgin County Land Division Committee [By-law No. 20-19]; By-law to Amend By-law No. 19-40, Being a By-law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the County of Elgin [By-law No. 20-20] Counsel provided: Construction Hold-Back release; Tenant Lease Relief Continuing to monitor and advise Management Team of legal risks/challenges associated with COVID-19 (employment matters, etc). Reviewed and provided information re: orders in Council and regulations; negotiated termination of the TL Pool with YMCA; preparing suspension documents for MOW agreements; advised LMP CAOs of matters of relevance to local jurisdiction (including enforcement); Monitored POA administration restrictions/regulations. Drafted a memo regarding “Temporary New/External Patios – Conditions for Approval” for Council and prepared agreements for patios encroaching on County Road Allowances	Participating in daily Emergency Management Team meetings;		Municipalities setting up their own childcare facilities; By-law amendments to address new regulations and restrictions. Continue to monitor and provide advice; Contract frustration is a significant issue (options termination or suspension) Electronic guilty pleas begin July 8, 2020	Ongoing	Ongoing

Administration – Emergency Management

Leads(s): Chief Administrative Officer and Fire Training Officer/Community Emergency Management Coordinator

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners	Legislative/ Legal
Declaration of State of Emergency (Saturday, March 21, 2020) EOC Virtual Activation April 2, 2020	Elgin Emergency Management Team Meetings IMS 201 Briefing by Warden at EOC meetings EOC meeting agenda IMS 1001 Incident Action Plan when actionable items identified during EOC meetings.	N/A	Operating virtual County Emergency Operations Centre (EOC) with involvement of 25 - 35 participants.	South Western Public Health (SWPH) teleconference with municipalities (2x week) SWPH Health Systems EOC meetings Assist with LHIN/LTCH/RH evacuation planning. Temporary Foreign Workers Planning Group meetings (weekly) Canadian Armed Forces Liaison Officer – weekly update teleconference	Chief Administrative Officer (CAO) & Community Emergency Management Coordinator (CEMC) meetings with local municipal partners (Largely replaced by EOC and MSPG - only as needed) Emergency Operations Centre (EOC) virtual meetings with Elgin's Emergency Control Group + key LMP & incident partners (STEGH, C.A.F., Police, etc.) Monthly Municipal Services Planning Group (MSPG) – CEMC facilitate monthly meetings and work with SWPH liaison to answer municipal inquiries.	Provincial EOC (PEOC) teleconferences Routine reporting to Emergency Management Ontario (EMO) EOC staffing reporting to Solicitor General (SOL GEN)

Administration – Economic Development

Leads: Chief Administrative Officer, General Manager, Economic Development and Economic Development Coordinator

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
The timing of meeting Council's strategic economic development objectives will need to be adjusted.	Providing support for the Elgin's business community. Responding to enquiries, helping guide them through the various resources that will assist them during this time. The Elgin-St. Thomas Economic Resiliency and Recovery Taskforce met every two weeks during the month of June. Member organizations	Economic Development Coordinator to LTC	Elgin Business Resource Centre; Elgin-St. Thomas Small Business Enterprise Centre St. Thomas Chamber of Commerce, Elgin-St. Thomas Small Business Centre, Aylmer and	 All local municipal

	continue to strive to meet the Taskforce priorities with attention being on recovery as all members move forward as a collective to meet the needs of the local business community and those key sectors that comprise the Elgin-St. Thomas economy Elgin County is assisting to promote the survey for the Food Retail Environment Study for Health and Economic Resiliency (FRESHER) project. This project will examine labour market needs, training needs and community economic development recovery/potential in SW Ontario related to the effects of Covid19 on the retail food environment, particularly locally owned and operated restaurants, food takeout places, and grocers. To accomplish the above, the project sets out to develop an action plan that will examine the changes and damages to the sector and make recommendations on what is needed to move forward. More information can be found at https://fresher.theheal.ca/ Currently, promoting local businesses that are open on the department's social media platforms to encourage residents to shop and support local enterprise. Business can now submit their own listing to: http://www.progressivebynature.com/SupportElgin In discussions with St. Thomas to undertake a joint marketing campaign to promote "Much More Life".		Area Chamber of Commerce, Elgin Business Resource Centre, the Port Stanley BIA, WOWC, EFA, Ministry of Economic Development, Workforce Planning Board, Ontario Commercial Fisheries Association; local municipal partners Elgin County is partnering with several organizations. A complete list can be found at https://fresher.theheal.ca/ Elgin-St. Thomas Home Builders, St. Thomas Chamber of Commerce, St. Thomas Economic Development Corporation, residential developers.	partners are on the taskforce Includes all municipal partners

Administration – Tourism

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders
	Partnered with the Southwestern Ontario Tourism Corporation to promote webinars to provide guidance to help tourism businesses during the recovery period. Continuing to promote local businesses that are open on the department's social media platforms to encourage residents to shop and support local enterprise. Business can now submit their own listing to: http://www.progressivebynature.com/SupportElgin	Tourism Services Coordinator placed on Emergency Leave		SWOTC DMO meetings (2)

Human Resources

Leads: Director of Human Resources and Manager of Human Resources

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders
All HR/Accessibility staff are maintaining all normal functions as well as ongoing COVID-19 related changes.	Continued development of Wellness, and Health and Safety communications to be shared with all staff. Human Resources team continues to have weekly video meetings to review and share the workload, check-in with each other to ensure wellness, and provide corporate updates.	N/A	HR staff have been focused on Homes recruitment, both regular roles and additional emergency pandemic positions. HR worked with Homes management to create a new temporary administrative role for the Homes when the Province rolled out new requirements for resident visits with many rules and parameters. The new temporary Homes Visitor Attendant role was created and posted; recruitment is underway. Developed an initial return to the office rotation for HR staff starting July 6th; maintaining remote work to ensure physical distancing in the office. Telework Policy and Agreement were developed and approved by County Council; related training was developed and rolled out to relevant staff, including Office Ergonomics training video, Accident and Incident reporting refresher, and a Health and Safety Inspection Checklist for the home office. Health & Safety training developed, specific to COVID-19 protocols as staff begin to return to the workplace. In collaboration with municipal HR contacts, “recall” letters have been developed as staff impacted by March closures are gradually returning to work. HR has amended all processes to the remote environment and continued with recruitment processes, grievance meetings and other collaborative tasks. In June, the Manager of Facilities and Terrace Lodge Administrator roles were filled successfully.	Ongoing collaboration with surrounding municipal human resources colleagues. HR staff have attended many legal and municipal specific webinars related to COVID-19 and new legislation to ensure appropriate application at Elgin County. Recent topics are focused on a safe return to the workplace

Finance – Payroll

Lead(s): Director of Finance and Senior Financial Analyst/Deputy Director of Finance

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
Preparing pandemic payments to Homes staff and screeners TL Redevelopment redesign for COVID Broadband committee support TL Donation Committee Support	Will be issuing two payments on separate cheques from normal payroll. The separate cheques have been well received by the union as it reduces tax withholdings. One payment was made in July and another in September	Lisa working from home Jen and Matt working predominately from home with one day a week in the office	Cashflow challenges caused by delayed tax receipts, etc. to be managed through use of cashable GIC and construction delays (analysis ongoing). Added costs offset by provincial homes funding and savings from temporary shutdown Audit being performed remotely - completion has been delayed but will be concluded in the next month Continuing to tracking wages and costs associated with COVID Working on FIR to ensure 4Q OMPF payments are not delayed Working with consultant on phasing plan to allow construction to begin during pandemic. Considering design enhancements based on COVID lessons learned. Develop reporting tools for TL Donations committee	Discussions with County treasurers on Levy penalty and interest strategies: Wellington offering 60 days starting June 30; Essex 30 days; Elgin 90 days on current arrears Requested MMAH investigate Education Levy Timing Relief. Letter from Alan Doheny on March 25 delaying June and Sept payments by 90 days and postponing 2021 property tax reassessment MFO Conference calls on Property Tax Challenges for Finance during COVID 19 Pandemic pay – worked with Homes, HR; participating in webinars from AMO, Hicks Morley and AdvantAge to determine exact rules on payment eligibility and requirements	Discussion with local treasurers: Aylmer - 16 days; West Elgin - 30 days; Dutton/Dunwich - 90 days, starting May 29; Central Elgin deferred until June 15 (considering low interest rate thereafter); County approved 90-day deferral on current arrears that LMPs are experiencing; overall first installment collections have been about 90% Elgin's second installments have had only 10% arrears.

Finance – IT

Lead(s): Director of Finance/Chief Administrative Officer & Manager of IT/Coordinator of IT

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Lead(s)	Coordination with Local Municipal Partners	Legislative/ Legal
Setting up video conferencing equipment in Board Rooms and Council Chambers Worked with consultant to develop an employee screening tool to allow staff to resume in-person operations Developing a TL Redevelopment donation tool for use by the Donation committee TVDSB SSIDs set up at various County buildings to support remote student learning		Two employees are rotating to support reception in the lobby of the Admin Building Two employees performing Homes screening two half days per week each at TL if required	Delivery delays for cameras. Will temporarily redeploy a camera from POA to provide 5-person video capability in council chambers. Once added cameras arrive, 360-degree video will be possible Made in Elgin Broadband – SWIFT solution will only address 23% of last mile connectivity; need to develop further solutions; virtual conference with ISPs to be held in the fall; working with Cisco to identify solutions		Al Reitsma/ Jeremy Sharkey		

Finance – Provincial Offences Administration

Lead(s): Director of Finance, County Prosecutor and POA Supervisor

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Legislative/ Legal
In-person court sittings postponed through Sept 11. Letters to be sent for all matters awaiting court hearings. In-person ticket payments began July 6. Ticket volumes are nearing pre-COVID levels. 4 early resolution hearing will be held by audio in July/August Matters affecting licenses deemed emergency matters	Signage and traffic flows established to ensure safety of people entering the court house Had notifications on County Website and Social Media Updated. Still responding to many incoming phone calls for ticket payment and hearing inquiries Notices sent to defendants as ICON updated of new court date, and have been resent with the third postponement.	Danielle on layoff Dan reassigned to work three days to TL	Rescheduling matters, some matters rescheduled for third time. Ensuring matters are set on first possible date available. Ensuring matters are set with Officer Availability. Future court days will be heavy Increase in telephone and email inquiries and payments as ticket volumes return to normal Elgin will be a pilot location for Part III transfer from province.	Crown, Prosecution Agents, Lawyers, Enforcement, Defendants, Sharing best practices with other municipal courts.	Ministry of the Attorney General, Associate Chief Justice, Ontario Court of Justice, Senior Associate Justice of the Peace, Regional Senior Justice of the Peace, Local Administrative Justice of the Peace.

Engineering Services – Corporate Facility Services

Lead(s) – Director of Engineering and Building Technologist

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Lead(s)	Coordination with Local Municipal Partners	Legislative/ Legal
Quantified and sought quotations (May 13, 2020) to install touchless accessible door operators	Building tenants and County staff will be notified by email correspondence	N/A	Increasing demand with limited supply.	Coordination with corporate tenants and County staff.	Brian Lima/Cole Aicken	N/A	N/A

for all County facilities with the exception of EMS stations and Whites Station.	in advance of upgrades being completed.						
Posted additional COVID signage (May 18, 2020) within lunchrooms and at all facility entrance of the County Administration building, POA, and Heritage Centre.	Consultation with departmental directors to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Plexiglass protective barrier provisions ordered (May 20, 2020) for County Administrative Building, and POA.	Consultation with departmental directors to identify requirements.	N/A	Increasing demand with limited supply.	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
As requested by Graham Scotts Enns staff, seeking quotation (May 21, 2020) to install touchless door internal suite door operating video intercom solution.	Consultation with building tenant to identify requirements.	N/A	N/A	Coordination with corporate tenant.	Brian Lima	N/A	N/A
Completed replacement of one rooftop ventilation units at Bobier Villa and Elgin Manor (May 21, 2020).	Coordinated in consultation with Homes administrators and communicated to respective staff following acknowledge by Ministry of Long-Term Care.	N/A	N/A	Coordination with Homes staff and Ministry of Long-Term Care.	Cole Aicken	N/A	Essential maintenance/capital works permitted in the interim.
Additional Sanitizing wipes ordered (May 25, 2020) for all County library for upcoming staff use.	N/A	N/A	Increasing demand with limited supply.	No	Brian Lima/Cole Aiken/Mike Hoogstra	No	N/A
Conducted facility inspection of County library spaces (May 26th and 28th, 2020 to determine plexiglass protective barrier provisions.	Consultation with Director of Community and Cultural Services to identify requirements.	N/A	Increasing demand with limited supply.	Coordination with Director of Community and Cultural Services.	Brian Lima/Cole Aicken	Yes	N/A
Sought and received quotation (May 27, 2020) from contract facility cleaners to increase facility cleaning provisions to twice daily.	Increased cleaning provision will be communicated in advance of corporate facilities being reopened.	N/A	N/A	Coordination with contracted cleaners	Brian Lima	No	N/A
Continue undertaking completion of all other essential corporate facility capital projects.	Ongoing preparation of all capital project designs and contracted service procurement in anticipation of future award.	N/A	Completion of all essential projects expected to be completed by year's end. Deferral of all other projects to 2021 may be required and can be	Coordination with corporate tenants required (project specific)	Brian Lima/Cole Aicken	No	N/A

			expected to result in increased costs.				
Posted additional COVID signage (June 15, 2020) within lunchrooms and washrooms of the County Administrative building, Heritage Centre and POA.	Consultation with departmental directors to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Painted sidewalks with additional COVID signage (June 25, 2020) around the Home at Bobier Villa & Elgin Manor.	Consultation with Home Administrator to identify requirements and locations for signage.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Posted additional COVID signage (June 25, 2020) throughout the County Administrative building to remind everyone to maintain 6 feet.	N/A	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Plexiglass protective barrier installed (June 15, 2020) at the County Administrative Building, Heritage Centre and POA.	Consultation with departmental directors to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A

Engineering Services – Transportation Services

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Lead(s)	Coordination with Local Municipal Partners	Legislative/ Legal
Ongoing contract administration of all essential and/or awarded capital projects (ie. Port Bruce Bridge Replacement, King George VI Lift Bridge Rehabilitation, Wonderland Road Reconstruction, Village of Sparta Reconstruction, St. George Street Bridge Rehabilitation, Warren Street Intersection Improvements, Asphalt Crack Sealing, Cold In-Place Recycling with Expanded Asphalt Material, and Granular 'A' Shouldering,)	Issue supporting resident/stakeholder notices, update project websites, and provide weekly progress updates.	None	Disruption of materials and isolated skilled labour.	Coordination with affected or participating member municipalities (project specific)	Brian Lima/Peter Dutchak	Yes	O.Reg. 73/20 - Emergency Management and Civil Protection Act, R.S.O. 1990 c. E.9, issued (March 20, 2020)
Ongoing procurement of all non-essential capital projects.	Ongoing preparation of all capital project designs, environmental assessment, and	None	Decreased contractor	Coordination with affected	Brian Lima	Yes	N/A

	tender preparation for future issuance (ie. Centennial & Elm MCEA, Wonderland Road / Hwy #3 MCEA, Meeks Bridge MCEA, Village of Rodney Reconstruction)		competition in 2021 as a result of expected province wide municipal projects.	or participating member municipalities (project specific)			

Community and Cultural Services

Leads: Brian Masschaele

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Lead(s)	Coordination with Local Municipal Partners
Communications Coordination • Website updates • Social media feeds • Live Chat • County and LMP press releases Resident e-mails / phone calls	Daily postings to website (eg releases from SWPH and medical association) Live Chat continuance Daily postings to social media channels Direct responses to resident phone calls and emails at admin building and libraries	Team consists of Lib Coordinator, Manager of Programs and Lib Supervisor with and social media support from ED Coordinator	Sustaining service on an on-going basis as staff return to regular duties.	Brian Masschaele	Press releases on behalf of LMPs
Van deliveries	Paystubs and petty cash bags to/from homes	Run completed by existing staff to June 22nd. Driver Maintenance Person since hired.		Brian Masschaele and Natalie Marlowe	
Homes screening, business office and recreation / mealtime assistant deployment	Scheduling of screeners and other supports at all 3 LTC homes. Planning for gradual return to regular duties.	Library, museum, archives, POA, IT, Engineering and Finance staff		Brian Masschaele	
Maintenance of on-line resources, e-books, physical collections	Adding new titles for remote access Expansion of library on-line databases and apps Discard of library materials Resident library card maintenance and renewals	Library Coordinator		Natalie Marlowe	
Resident Wi-Fi services	Monitoring of usage at each branch Promotion of service	Library Supervisors		IT and Library Supervisors	
Museum and archives service planning, collection	Processing or backlogged material	Manager of Museum and Archives		Mike Baker	

processing and response to public enquiries	Return to service planning Response to on-line research enquiries				
Library return to service planning and implementation	Implementation of curbside service as of June 22nd. Staffing support planning. Planning for technology upgrades such as self-checkout. Plexiglass measurements and ordering. Provision of PPE supplies.	Director, Library Coordinator and Supervisors.		Brian Masschaele, Natalie Marlowe and Library Supervisors	Safety and maintenance activities with LMPs

CORRESPONDENCE – July 14, 2020

Items for Consideration – (Attached)

1. The Corporation of the Town of Renfrew with a resolution calling on the Governments of Ontario and Canada to fast track the review of current and previous Investing in Canada Infrastructure Program grant applications in order to provide much needed employment and investment to rural Ontario.

2. Chair Sally Martyn of the Elgin Group Police Services Board with a letter requesting the evaluation of deer crossing warning signs on County roads.

CORPORATION OF THE TOWN OF RENFREW

RESOLUTION NO. 2020 - 06 - 44

Moved By: Reeve Emon
Seconded By: Councillor Jamieson

WHEREAS the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

AND WHEREAS the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over $70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over $73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over $25million in *the Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

AND WHEREAS both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every $1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

- **CARRIED** -

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23rd day of June 2020.

DATED at Renfrew, Ontario
this 24th day of June 2020.

Jennifer Charkavi

Jennifer Charkavi

ELGIN GROUP POLICE SERVICES BOARD

Chair Sally Martyn
Tel. 519-631-1460
450 Sunset Drive
St. Thomas, ON N5R 5V1

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

July 7, 2020

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

RE: Evaluation of Deer Crossing Warning Signs on County Roads

Dear Mr. Warden,

At the Elgin Group Police Services Board Meeting held on June 24, 2020, Acting Inspector Mike Butler presented motor vehicle collision statistics for January to March 2020. The first quarter saw an increase in motor vehicle collisions where wildlife was a contributing factor. Deer were responsible for many of these collisions.

Please be advised that Elgin Group Police Services Board passed the following resolution at their meeting on June 24, 2019:

> **RESOLVED THAT the Chair, on behalf of the Elgin Group PSB, be directed to send a letter to Elgin County Council, seeking their support for an evaluation of existing deer crossing warning signs on County Roads to be undertaken by the County's Engineering Department; and, that consideration be given to enhanced signage as recommended by the County Engineer in cooperation with Elgin OPP; and, that notification of any next steps be shared with the Elgin Group PSB.**

Thank you for your consideration.

Yours very truly,

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

cc. Elgin Group Police Services Board

CORRESPONDENCE – July 14, 2020

Items for Information – (Attached)

1. Ministry of Government and Consumer Services with a letter regarding the move towards a more digital-focused service model for Land Registration Services.

2. Commissioner Thomas Carrique with the OPP 2020-2022 Strategic Plan.

3. United Way Elgin Middlesex with their Impact Report for 2019-2020.

4. Western Ontario Wardens' Caucus with their June Newsletter.

5. County of Elgin Homes with their July Newsletter.

6. Minister of Municipal Affairs and Housing with a letter regarding the COVID-19 Economic Recovery Act, 2020.

7. Warden Mennill with a Letter to the City of St. Thomas regarding enhanced EMS services.

Ministry of Government and Consumer Services

ServiceOntario

Regulatory Services Branch

20 Dundas Street West, 4th Floor
Toronto ON M5G 2C2

Ministère des Services gouvernementaux et des Services aux consommateurs

ServiceOntario

Direction de la réglementation

20, rue Dundas Ouest, 4e étage
Toronto ON M5G 2C2

Ontario

Email to all Municipalities of Ontario

Date: July 6, 2020

To: All Municipalities of Ontario

From: Jeffrey W. Lem, Director of Titles for the Province of Ontario

Subject: Moving Towards a More digital-focused Service Model for Land Registration Services

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I am pleased to share information about how ServiceOntario's land registration services will be delivered effective October 13, 2020, in keeping with our government's approach to move towards digital online services for Ontarians. Effective October 13, 2020, the Ontario government will be discontinuing land registration counter services currently delivered at all 54 Land Registry Offices (LROs).

Land registration is a segment of government services where many of our customers have already adopted the digital channel as its preference. Our data shows that 99% of land registration documents are registered online, 87% of searches are conducted online and 98% of surveyors submit plans for pre-approval via email. Ontario's land registration system was established in 1795 and has undergone several transformations in its 225 years of existence.

Moving toward a more digital-focused service model is part of the evolution of this sector, which is timely and will benefit all customers. For most services, it will no longer be necessary to visit a local LRO. In some cases, where customers need hard copies, ServiceOntario will have processes in place until longer term solutions are developed. Our goal is to ensure that we maintain a modern and efficient organization, focused on the needs and expectations of our staff and customers, while ensuring the integrity of the land registration system.

For many Municipalities this will be a seamless change, as Teraview is already being used to both file documents and search title. For those Municipalities that file

documents in paper, both Teraview and OnLand will be improved to accept digital versions of paper documents.

Please feel free to contact me at director_of_titles@ontario.ca should you have any questions regarding this communication.

Sincerely,

Jeffrey W. Lem
Director of Titles for the Province of Ontario

Ontario Provincial Police

Police provinciale de l'Ontario

Thomas Carrique
Commissioner Le Commissaire

File #: OPP-7900

June 26, 2020

MEMORANDUM TO:

DETACHMENT COMMANDERS

Re: OPP 2020-2022 Strategic Plan

It gives me great pleasure to present the Ontario Provincial Police (OPP) 2020-2022 Strategic Plan, available on our website at www.opp.ca. I share this with you on behalf of Deputy Commissioner Chris Harkins and Chief Superintendent John Cain, Commander, West Region, and I ask that you please share with your municipality and police services board.

Along with establishing our primary areas of strategic focus, our plan brings forth a renewed emphasis on our enduring vision statement, *new* mission statement and *new* core values. Collectively these will serve as the benchmarks for all that we do and all that we are.

Aligning with the strategic priorities of the Ontario Public Service and the Ministry of the Solicitor General, while acknowledging the unique mandate of the OPP, this people-first plan outlines strategic change initiatives under three long-term priorities. As always, I remain cognizant to balance strategic change efforts alongside delivery of the OPP's mission-critical, operational priorities and while we strive to deliver on fiscal goals.

Reflecting our legislated core policing responsibilities, our new mission statement defines the OPP's purpose, mandate and goal. Our new core value statements will positively influence our organizational culture and form the basis for every decision made and action taken. I consider these values congruent with the personal values of our members and our communities.

It is important to note that each is the culmination of a multitude of inputs, external consultations and employee involvement. External consultations included regional and executive representatives of the Ontario Association of Police Services Boards, members of various Indigenous communities and the Ontario Provincial Police Association. Furthermore, they reflect and align with the recommendations contained in recent external and internal organizational reviews.

777 Memorial Avenue
Orillia, Ontario
L3V 7V3
Telephone: 705 329-6199
Facsimile: 705 329-6195
opp.ca

777 avenue Memorial
Orillia, Ontario
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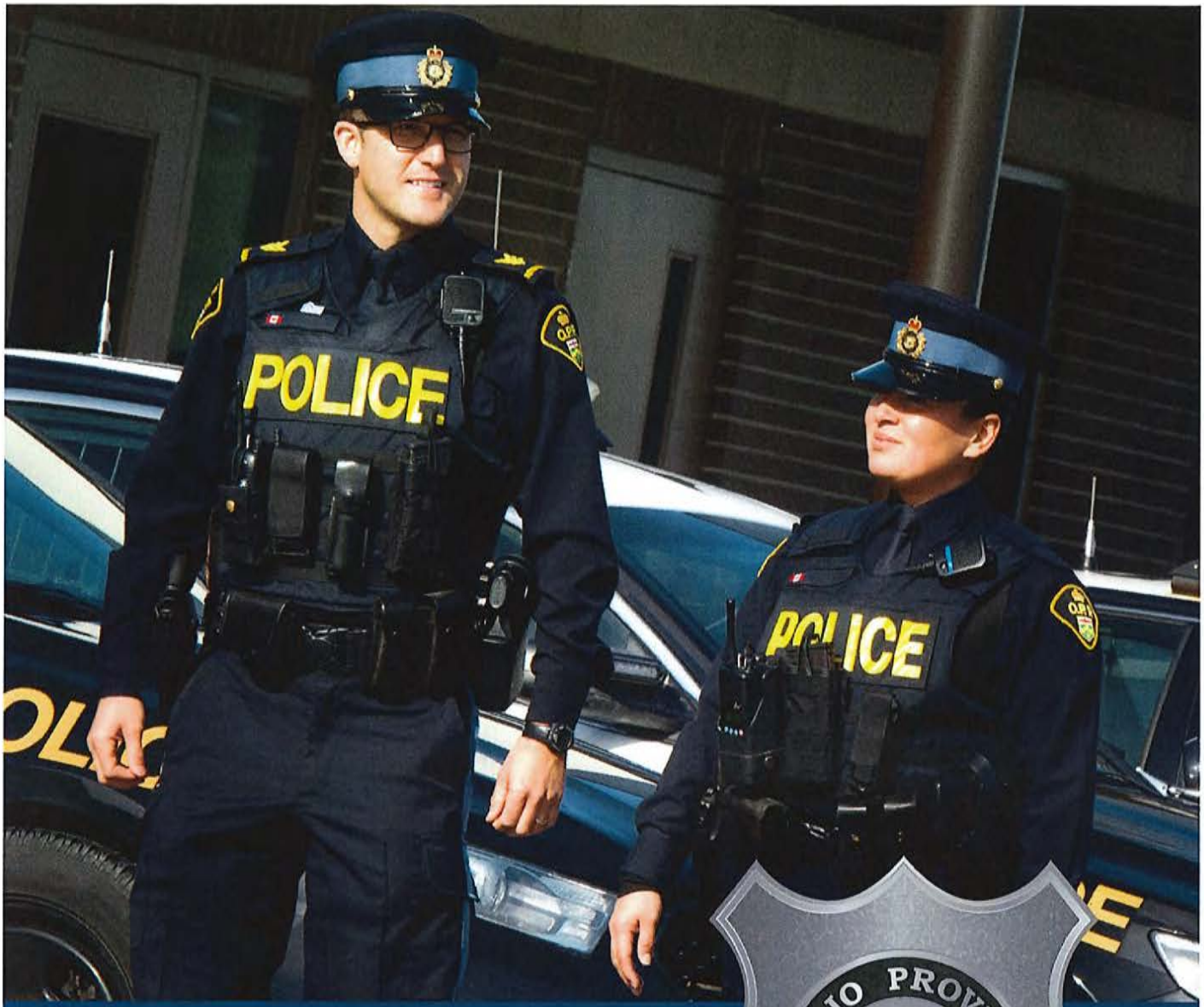
Téléphone 705 329-6199
Télécopieur 705 329-6195
opp.ca

The OPP will continue to make positive change, delivering on its mission and adhering to its values while remaining focused on *Safe Communities… A Secure Ontario.*

Thomas Carrique, O.O.M.

c: Provincial Commander, Field Operations
Commander, West Region



2020-2022 STRATEGIC PLAN

Ontario Provincial Police

OUR VISION

Safe Communities…
A Secure Ontario

OUR MISSION

To serve our province by protecting its citizens, upholding the law and preserving public safety.

OUR VALUES

Serving with **PRIDE, PROFESSIONALISM & HONOUR**

Interacting with **RESPECT, COMPASSION & FAIRNESS**

Leading with **INTEGRITY, HONESTY & COURAGE**

Always doing the right things for the right reasons

COMMISSIONER'S INTRODUCTION

We must learn from and respect our past, passionately and purposefully engage in the present, and courageously take responsibility for the future of this organization.

This 2020-2022 OPP Strategic Plan is a bold plan that does just that. This is a plan that focuses on addressing the complexities and scope of contemporary policing and building upon our strengths. It will guide and support us in advancing our frontline capacity and capabilities for *Safe Communities... A Secure Ontario.*

This strategic plan outlines our next steps toward becoming the sort of organization we want to be and determining what and how policing services are delivered. Our efforts to drive strategic change will be managed alongside our mission-critical priorities: frontline policing in the majority of Ontario municipalities; reducing death and injury on our roadways, trails and waterways; providing specialized criminal, investigative and technical services; countering the exploitation of children; fighting human trafficking; combating the prevalence of guns and gangs; disrupting organized crime and the illicit drug trade; and, confronting crime involving digital technologies. We remain mindful however, that perhaps our greatest challenge will be doing this as we strive to deliver on fiscal goals that include a balanced budget.

While ambitious, this plan is about positive change. It will keep us focused on our vision, delivering on our mission and adhering to our values.

WHAT IS IT FOR?

The OPP Strategic Plan establishes our priorities, states our commitments and outlines our primary areas of strategic focus for the coming years. It describes how we will preserve the vital services we deliver in Ontario by modernizing what we do and how we do it. It provides the structure to frame our decisions and guide our resourcing.

It is our roadmap for change.

WHO IS IT FOR?

Foremost, this plan belongs to each and every member of the OPP. It aims at better outcomes for our people, our work and our communities. It connects us with those we serve and those with whom we share a vision in order to build an understanding of our strengths, our critical issues and our aspirations as Ontario's police service of jurisdiction.

It is for all of us.

WHAT'S IN IT FOR ME?

With an emphasis on long-term outcomes, our employees, stakeholders and communities can see how this plan will work for them. Although not everyone has a direct role or responsibility in meeting our commitments, we all support these efforts through working to be as effective and efficient as possible, in turn, ensuring that everyone will benefit from our successes.

It is our collective direction.

2020-2022 STRATEGIC PLAN

Priorities and Commitments

OUR PEOPLE

A healthy and resilient OPP

We will strive to support all members in achieving their professional and personal best.

OUR WORK

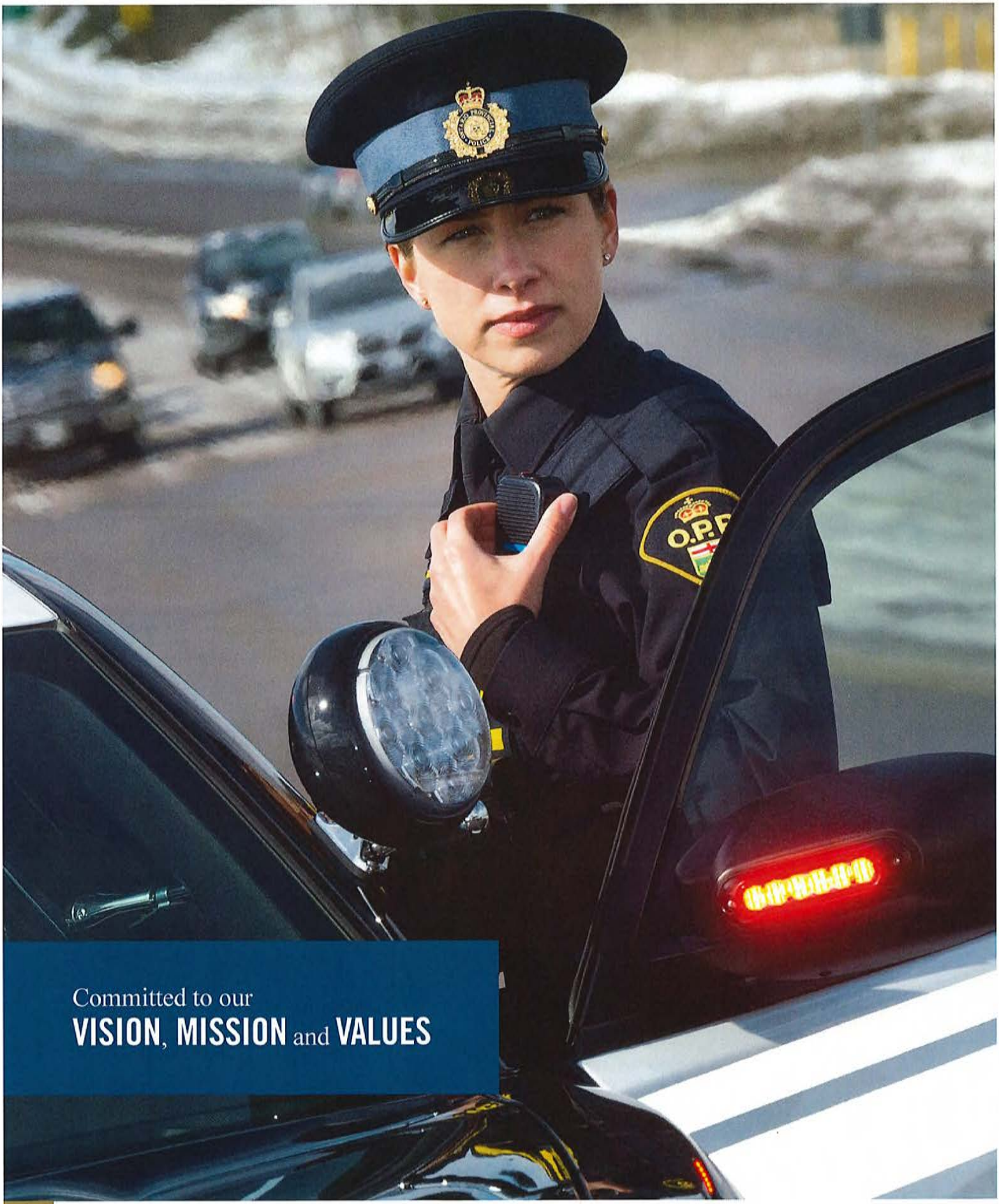
A responsive and evolving OPP

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

OUR COMMUNITIES

A collaborative and progressive OPP

We will partner and build relationships with a shared vision for safety and well-being.



Committed to our
VISION, **MISSION** and **VALUES**

WHAT ARE THE PRIORITIES?

Our People – A healthy and resilient OPP

Commitment: We will strive to support all members in achieving their professional and personal best.

PRIMARY AREAS OF STRATEGIC FOCUS:	1. Employee health and well-being. 2. Promotion, selection and performance management processes. 3. Leadership and professional development.
LONG-TERM OUTCOMES:	1. Members are supported in developing the resiliency and capabilities necessary to mitigate the psychological and physical demands of their work. 2. Sustainable people-centred processes, policies and programs that are fair, equitable, transparent and inclusive. 3. Members are valued and empowered with the skills essential to their work.
STRATEGIC CHANGE INITIATIVES:	1. Embed meaningful and people-centred solutions for workplace health and well-being. 2. Redesign people-centred processes, policies and programs to be values-based and meet emerging workplace needs. 3. Deliver relevant and current training and education to promote the development of essential skills and leadership.

What does it mean?

This priority is about actively promoting resiliency and a healthy workplace to mitigate the challenges that are consistent across the policing community and other similar environments. This includes normalizing mental health and reducing stigma in our organization and in our communities. It is about supporting members in fulfilling their roles and equipping them with the knowledge to do so. In addition, this priority is about ensuring the OPP and its leaders are characterized by trust, compassion and integrity.

WHAT ARE THE PRIORITIES?

Our Work – A responsive and evolving OPP

Commitment: We will empower our members to ensure the best possible policing services are delivered to Ontarians.

PRIMARY AREAS OF STRATEGIC FOCUS:	1. Staffing and deployment. 2. Frontline operations and investigations. 3. Information and technology.
LONG-TERM OUTCOMES:	1. Modern and alternative scheduling, deployment, operational and service delivery models are developed that meet demands and balance operational and employee well-being benefits. 2. Excellence in frontline operations and investigations is sustained and opportunities to enhance cooperation, information-sharing and decision-making are actioned. 3. The best available evidence is at hand to inform program development; systems and processes are streamlined and the greatest possible efficiencies are realized.
STRATEGIC CHANGE INITIATIVES:	1. Modernize staffing, deployment and operations to optimize resources. 2. Streamline the organization to support effective and timely decision-making. 3. Advance information, digital and technological solutions to support the frontline and achieve optimum effectiveness.

What does it mean?

Looking ahead, this is about maximizing what we have, to achieve what we must. This focuses on smart solutions to systems and operations. Furthermore, this means opportunities to realign or reallocate resources will be leveraged to manage and balance the increasing volume and complexity of investigations. This includes evaluating programs and services, who delivers them, and how. Finally, it is about renewal, to facilitate cooperation and information-sharing.

WHAT ARE THE PRIORITIES?

Our Communities – A collaborative and progressive OPP

Commitment: We will partner and build relationships with a shared vision for safety and well-being.

PRIMARY AREAS OF STRATEGIC FOCUS:	1. Community engagement. 2. Integrated response models. 3. Victim assistance.
LONG-TERM OUTCOMES:	1. Public and private sectors and community stakeholders come together in a coordinated way and are increasingly effective at sharing information and devising solutions for positive outcomes. 2. A decreased demand for police response to non-police/social disorder issues as we build upon and expand new and existing partnerships to develop alternate approaches to service delivery. 3. A trusted and victim-centric approach is entrenched in processes, policies and programs.
STRATEGIC CHANGE INITIATIVES:	1. Cultivate and preserve relationships and engagements that are inclusive, meaningful and valued. 2. Build and promote integrated response models for issues of operational and strategic importance. 3. Enhance programs and service delivery to better understand and assist victims.

What does it mean?

This is about underscoring our commitment to building and maintaining relationships and partnerships that share a common vision for public safety, countering exploitation and victimization, and protecting those most vulnerable in our communities. This includes a coordinated approach to defining policing issues and shaping solutions to meet the unique and evolving needs of our communities. It means renewing our focus on core policing responsibilities and working in collaboration to address the social disorder and root cause issues of crime. Ultimately, partnerships are mutually and culturally sensitive and founded upon trust, information-sharing and cooperation.

How do our vision, mission and values relate to it?

It is vision focused – mission driven – values based

Safe Communities... A Secure Ontario reflects our unique and dual policing mandate. As the OPP's vision statement, it captures our goal as a provider of frontline policing for the majority of Ontario's municipalities, roadways, trails and waterways in remote northern and Indigenous communities and rural and urban centres. It is our aim as leaders of a vast array of province-wide public safety programs. Simply, it is the focus of our strategic plan.

To serve our province by protecting its citizens, upholding the law and preserving public safety defines what we do each and every day to deliver our provincial policing mandate. It states our purpose — what we do to meet our legislated obligations. Our mission is what we do to create ***Safe Communities... A Secure Ontario.***

Serving with pride, professionalism and honour; interacting with respect, compassion and fairness; and leading with integrity, honesty and courage are our cultural cornerstones. They guide all behaviours and communicate what we stand for, and believe in. These values form the basis for every decision made and action taken when delivering on our mission toward attaining our vision.

How does it link to action plans and legislation?

Ensuring that our mission is met

The OPP planning process is unique in order to meet our obligations under legislation that governs policing in Ontario. The Strategic Plan is about organization-wide change initiatives, whereas our nearly 100 action plans for each detachment, region, division and bureau are about continuous improvement and operational priorities — the provision of adequate and effective policing in accordance with the needs of the population of the areas for which we have policing responsibility. Action plans are mission-oriented and about the day-to-day effective and efficient delivery of programs and services that comply with our prescribed objectives, priorities and core functions under legislation. Strategic change initiatives only appear in the action plans of those program areas with direct responsibility for strategic change initiatives. The provisions for reporting our achievements under legislation are met annually through the OPP Annual Report and action plan progress reports. By ensuring that our mission is met, the organization, with its vision-focused strategic plan, can work toward broad scale change initiatives.

It is about meeting our mission to achieve our vision

What helped inform the plan?

The examination and analysis of a multitude of inputs, risks and trends informed the development of critical strategic issues for the OPP; these included:

- Environmental and horizon scanning
- Current/future state and needs assessment
- Analysis of strengths, weaknesses, opportunities and threats
- 45 engagement sessions with employees, civilian and uniform, at all levels
- Over 3,000 responses to the all-member OPP Core Values Survey
- Internal and external consultations with stakeholders and subject matter experts
- A review of the OPP vision, mission and values
- Recommendations and findings of the three OPP-led internal reviews
- The Report of the Expert Panel on Police Officer Deaths by Suicide
- The Report of the Independent Review Panel on OPP Workplace Culture

How will we measure our success?

We will track, measure and monitor our progress using a variety of qualitative and quantitative indicators including:

- Public trust and satisfaction with police services indicated through the OPP Community Satisfaction Survey
- Employee experience obtained through Ontario Public Service (OPS) and OPP employee surveys
- Ongoing dialogue and feedback from members
- Various OPP call volume, occurrence and workload data
- Clearance statuses
- Other operational and organizational data

Contact the OPP

Reach the OPP by phone

- Call 9-1-1 for emergencies
- Call 1-888-310-1122 for non-emergency calls
- Don't hang up, stay on the line
- TTY 1-888-310-1133 (for the Deaf, Hard of Hearing and Speech Impaired)

Speak with an officer in person

- To arrange to meet an officer at a detachment, go to www.opp.ca to use the Local Detachment Finder and follow the prompts

Provide an anonymous tip

- Call Crime Stoppers at 1-800-222-8477 (TIPS)
- Visit www.crimestoppers.ca

Report online

You now have the option to report select occurrences to police from the convenience of a computer.

Visit www.opp.ca/reporting to use the online reporting system. Specific incidents can be reported online at your convenience without attending a detachment or waiting for an officer. You can use this system to report:

- Lost/missing property under $5,000
- Stolen license plates or validation stickers
- Theft from a vehicle under $5,000
- Mischief to a vehicle under $5,000
- Mischief (damage to property other than a vehicle, including graffiti) under $5,000
- Theft under $5,000
- Driving Complaints

Do not use this system if this is an emergency!
If it is, call 9-1-1.

ONTARIO PROVINCIAL POLICE
777 Memorial Avenue
Orillia, ON Canada

1-888-310-1122 // opp.ca

United Way Elgin Middlesex

GIVING EVERYONE A FAIR SHOT AT THEIR BEST LIFE.

ignite

Ignite awareness and understanding of the root causes of our community's social challenges to inform social planning and collaboration through storytelling, data analysis, research, evaluation and outcome measurement.

Global impact starts with local love. Recognizing the importance of laddering up to the world's biggest to-do list, United Way worked with the London Poverty Research Centre at King's University College to map the United Nations Sustainable Development Goals (SDGs).

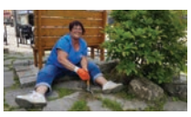
This local framework gave United Way-led London for All volunteers a shared language to use across sectors and a standard for assessing collaborations, gaps, duplications, and needs in our community.

Volunteers gained a deeper understanding of the context and consequences of poverty regionally, nationally and globally, helping them explore and implement best practices for creating change.

United Way Elgin Middlesex joined the ranks of living wage employers this year, signalling that paying people at least enough to meet basic needs for shelter, food and recreation is a critical investment in our community.

"Paying a living wage is integral to our core values," says Kelly Ziegner, President & CEO, United Way Elgin Middlesex. "We believe in a community where everyone has the opportunity to reach their full potential and that starts with our staff."

influence



Influence systems and policies through advocacy and by strengthening relationships with governments, corporate partners, community organizations and community networks.

As United Way wraps up the final year as lead agency for London For All, the City of London's roadmap to end poverty in a generation, we're celebrating more than a few successes.

A powerful example happened late last year. Acting on a London for All recommendation to eliminate the need for predatory lending, City of London Social Services implemented direct deposit for Ontario Works clients. More than 6,000 cheques were direct deposited into clients' bank accounts or, for those without one, disbursed as payment cards. As a result, over $102,000 in service fees was diverted from payday lending businesses.

It's simple solutions like this that showcase United Way's ability to get the right partners working together to influence systems and policies. Other London for All successes include $555,420 invested in mental health and addiction services, 891 new licensed child care spaces, 1,374,048 subsidized bus rides for low-income Londoners, 19 Living Wage employers, and 159,000 kg of fresh food rescued and distributed to local agencies through the London Food Coalition.

"The work accomplished through London For All belongs to our entire community," says Roxanne Riddell, Project Coordinator and Community Impact Specialist at United Way. "Together we have created positive changes towards ending poverty." In total, 60 community partners and over 100 volunteers, including 38 people with lived/living experience, worked together on implementing 112 strategies over three years.

London for All wraps up in June 2020 with a report back to the City and the community. Visit www.unitedwayem.ca for details.

Suitcase Party Takes Flight

On a chilly night in February, over 150 guests said YES to adventure and attended United Way's first ever Suitcase Party at the ultra-cool Jet Aircraft Museum. Attendees enjoyed a live band, food trucks, local beverages and a chance to get whisked away on an all-expenses paid weekend getaway to New York City. This new adventure raised over $10,000 and introduced United Way to a whole new crowd.

inspire

Inspire contributions of dollars, influence, time and knowledge to social change in our community by individuals, donors, corporate partners, community organizations.

Sometimes, inspiration comes on two wheels. What started off as a door prize at the St. Thomas & District Chamber of Commerce July Business After 5 event, soon turned into Share the Ride, a rolling community awareness initiative and city-wide fundraiser for United Way.

When a stunning new cruiser bike was wheeled out to winner Angela Devries, she promptly auctioned her prize off to the highest bidder, with proceeds to United Way. Robert Furneaux placed the top bid of $450, owning the bike for a brief moment, before putting it up for auction again.

The virtuous chain reaction didn't stop there. In the span of a few weeks, the bike had almost 20 owners, and travelled across St. Thomas before finding a permanent home with a "little" in the Big Brothers Big Sisters of St. Thomas program, a United Way partner agency.

Share the Ride caught the attention of many eager to see where the bike would go next as it travelled from owner-to-owner across St. Thomas and Elgin. The grassroots campaign got people talking about United Way and raised $8,500 along the way.

1 IN 5
people across our region used a United Way funded program or service last year – that's more than 100,000 of us

27,385
families & seniors accessed physical activity, healthy food or nutrition programs that build healthy habits and increase belonging

Scotiabank StairClimb Rocks Out!

1,637
head-banging, stair-climbing rockstars

214
wanna-be bands

472
steps to the top of the charts!

$225,028
raised

invest

Invest resources, including dollars, time and knowledge, in programs, services and community convening to strengthen social service networks and increase community capacity.

United Way gives everyone a fair shot at their best life. More than just raising dollars, we tackle local issues linked to poverty and social exclusion through strategic leadership, advocacy and investments at partner agencies proven to get results.

Last year, United Way:

- Invested in 92 funded programs at 54 partner agencies
- Mobilized community wide collection drives that distributed over $350,000 in urgently needed supplies to local agencies. This included 813 pairs of winter boots for school-aged kids, 3,808 backpacks so that every kid can have a Best First Day, and 30,000+ menstrual hygiene products for women living in poverty.
- Led collective impact projects like London for All, a roadmap to end poverty in a generation

I want to make sure help is there when our neighbours, friends and colleagues need it. Our community is counting on each and every one of us.

– Christy Bacik, 2019 United Way Campaign Chair and Chief ChangeMaker & Managing Director, Freedom 55 Financial, a division of Canada Life

LONDON FOR ALL
A ROADMAP TO END POVERTY

Western Ontario Wardens' Caucus June Newsletter

June 2020

WESTERN ONTARIO WOWC WARDENS CAUCUS UPDATE

Your monthly news & updates

As we collectively work through this challenging period together, we would like to share resources that have been created. These resources are updated daily on our website

Visit our Website

SWIFT Releases RFPs To Expand Broadband Access in Southwestern Ontario

SWIFT

Southwestern Integrated Fibre Technology (SWIFT) is moving forward with its commitment to improve internet access across Southwestern Ontario.

This month, the regional broadband project announced that it has issued Request for Proposals (RFP) to enhance broadband infrastructure in the following Counties;

- $13.6 million in Bruce County
- $16 million in Grey County
- $7.2 million in Huron County
- $5.5 million in Perth County
- $12.8 million in Essex County
- $4.8 million in Brant
- $7.2 million in Dufferin

For complete project details visit https://swiftruralbroadband.ca/newsroom/

Bridging Job Seekers and Employers

We are pleased to be collaborating with Dr. Jason Gilliland at Western University, Human Environments Analysis Laboratory (HEAL), and a growing list of community partners to help bring the FRESHER Project to life.

The Food Retail Environment Study for Health and Economic Resiliency (FRESHER) is a pilot study of the effects of COVID-19 on restaurants, fast food outlets, grocery stores, cafes, bars, pubs, and alcohol retail stores in Ontario, across all types of communities.

FRESHER is conducting a survey of employees, managers, and owners to determine how the pandemic has affected individual people, and interviewing business owners to determine the impacts of the pandemic and subsequent government and other organizational support programs and policies.

Learn more about the project here

Canada House Party Event Happening in Brant County

The County of Brant is hosting a massive virtual concert this year for Canada Day.

They are the host community for the Canada Day House Party Event. The virtual concert is led by NoiseMaker Management, which is a local business in Brant County and will feature several famous Canadian musicians. The interactive, six hour festival is presented by AIR MILES and will benefit the Canadian Mental Health Association (CMHA).

The event will kick off on July 1, 2020 at 3:00 pm and will air on www.CanadaDayHouseParty.ca for everyone to enjoy. Mayor David Bailey says they are pretty excited to have this concert in Brant County.

View the full story here

Middlesex County Plan for COVID-19 Economic Resiliency

Middlesex County's Economic Resiliency Task Force (MEDTF) has developed a Plan for Economic Resiliency. Lead by the Director of Economic Development, Middlesex County will be responsible for the implementation of the plan with support from, and in partnership with, Task

Force members and leaders representing key sectors and business support organizations across the region.

This Economic Resiliency Plan will further serve to inform Middlesex County's Economic Development Strategic Plan, which will be updated in the fall of 2020.

For the full plan click here and visit investinmiddlesex.ca for program details.

Restart Sarnia-Lambton Toolkit & Resource Guide

Tourism Sarnia-Lambton has developed a "Restart Sarnia-Lambton Toolkit & Resource Guide" to assist Tourism Industry Partners with reopening through the stages of COVID19.

The brochure compiles resources to support tourism business through the next phase of COVID-19.

To view the brochure click here.

The Rural Rebound Initiative: Stories of Rural Renewal and Innovation

In order to accelerate a rural renaissance the Rural Ontario Institute is collecting, curating and sharing stories featuring these positive examples drawn from across rural Ontario and from other jurisdictions. The Rural Rebound section of the ROI website showcases these stories and provides links to other useful resources and tools.

Stories driven by rural citizens, local government, rural businesses or community organizations can be shared by visiting;

ROI's Website

100+ guidelines to promote working safely in numerous sectors

Resources for working safely during the COVID-19 outbreak, aimed at employers and workers, are available online. These include guidelines for numerous jobs and sectors, as well as downloadable workplace posters and graphic tip sheets.

Sector guidelines contain recommendations and tips for employers on how to keep workers safe on the job. As new sectors of the economy begin to reopen, additional COVID-19 workplace safety resources will be added.

View the resources

Youth Employment and Skills Program

The Youth Employment and Skills Program provides a wage subsidy to employers who hire youth for agricultural jobs. The program offers support for 50% of wages to a maximum of $14,000. Additionally, the program offers 100% of costs for relocation to a maximum of $5,000 if the employee must relocate for the position.

Employers can apply now for their project to be considered. Applications will be reviewed on a first-come, first-served basis as long as funds are available.

View the application

WOCFDCA Searching for a Dynamic Executive Director

Western Ontario Community Futures Development Corporation Association is searching for a dynamic Executive Director.

The Executive Director will report to the Board of Directors and will lead staff to ensure the effective implementation and operation of the programs of the Corporation. The WOCFDCA is looking for a visionary with proven success leading a diverse team.

Click here for the full job posting.

Western Ontario Wardens Caucus | 450 Sunset Drive, 450 Sunset Drive, St. Thomas, ON N5R 5V1 Canada

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COUNTY OF ELGIN HOMES JULY 2020 | VOL 3

OUTDOOR VISITS
What To Expect

Booking a Visit

All visits must be pre-booked by contacting the Home. You will be required to have received a COVID-19 test with a negative result within 14 days of your outdoor visit.

Screening

You will be screened as you arrive for your visit. This will involve taking your temperature and answering questions.

Visiting

All visits must maintain a distance of 2 meters /6 ft social distancing at all times. Visits may be supervised at a distance.

Infection Control

You will be required to sanitize your hands upon arrival. All visitors must wear a mask at all times during your visit, you are encouraged to bring a mask or face covering with you. All visiting areas will be sanitized prior to, and, following each visit.

KEEPING THE HOMES SAFE.

ElginCounty
Progressive by Nature

A Visitor Guide

Things to remember:

- Check with the Home in advance regarding gifts or items you are able to bring to the Home.
- Avoid touching your face, eyes or ears or adjusting your glasses while visiting.
- Where possible, tie back long hair.
- Masks must be removed in an appropriate manner and, if applicable, discarded in a designated receptacle.
- You may be asked to complete a brief online or hard copy survey to assist us as we continue to improve your visiting experience.

COUNTY OF ELGIN HOMES

Outdoor Visits

Through consultation with Southwestern Public Health and under the guidance of the Ministry of Health and Ministry of Long-Term Care, the County of Elgin Homes are providing scheduled, supervised outdoor visits.

The Homes are pleased to offer the ability for residents to visit with their loved ones in a safe manner. Visits are limited to one visitor / resident, and one 1/2 hour visit per resident per week. We ask that visitors pre-book their visit with the Home and respect all guidelines that are in place to ensure resident, visitor, and staff safety.

STAFF APPRECIATION

The County of Elgin Homes continue to provide encouragement to staff through appreciation events

Donation from Geni Iwon

Model T Onsite at Bobier Villa

COUNTY OF ELGIN HOMES

Outdoor Visits Continued

Upon approaching the outdoor visiting station, a mask must be worn, hand sanitizer utilized, physical and social distancing in place. As a visitor you will be screened and will be required to read and sign a visitor attestation form which includes the receipt of a negative COVID-19 test within the allotted 14 days. The attestation form outlines both the visitor and County of Elgin Homes visiting responsibilities.

The County of Elgin Homes ask that visitors respect the guidelines that have been put in place and answer all screening questions accurately.

It is important that visits are kept to the 1/2 hour maximum and that visitors do not approach other residents who may be enjoying outdoor time. Visits may be postponed or rescheduled due to inclement weather so it is important to check the weather in advance of your visit.

The County of Elgin Homes continue to offer visits via Skype, Facetime, Messenger and Telephone.

Window visits continue to be a popular option for visitors and provide an opportunity to both view and communicate with your loved one.

The County of Elgin Homes Recreation Departments are currently offering residents opportunities for small group recreation programming (5 or less), individual visiting, independent leisure resources, and assistance in the enjoyment of time outdoors.

The County of Elgin Homes extend our warmest gratitude for the many gifts and words of encouragement that we continue to gratefully receive.

Enjoying window entertainment at Terrace Lodge
Courtesy of Springfield Lioness Club

Ministry of Municipal Affairs and Housing
Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

Ministère des Affaires municipales et du Logement
Bureau du ministre

777, rue Bay, 17e étage
Toronto ON M7A 2J3
Tél.: 416 585-7000

Ontario

234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming. .../2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's website.

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

.../3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: Ontario.ca/alert. I thank you for your continued support and collaboration in these challenging times.

Sincerely,

Steve Clark
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers
Municipal Clerks
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

City of St. Thomas
Mayor, Joe Preston
City Manager, Wendell Graves

July 9, 2020

Dear Mayor Preston and Mr. Graves,

Elgin County, as the Designated Delivery Agent for Land Ambulance Services in Elgin and St. Thomas, has had a comprehensive review and assessment of the service conducted by an independent consultant. It was determined that a service enhancement of 12-hours of patient transport capable ambulance service is required to ensure statutory requirements for this service are met on an ongoing basis.

Through the review, it was noted that a 12-hour service enhancement is required to address the following:

- We have noted a shift in Elgin-St. Thomas' experience with Code Zero (3 or fewer ambulances to respond) which is a serious concern, particularly when combined with the severity of calls that are received by the service;
- St. Thomas makes up 44% of the population served and generates the highest call volume (68% of calls for service, 42.7% of service hours) and is currently served by two (2) EMS stations and three (3) ambulances. Our current deployment plan has relied on rural ambulances to cover both rural areas and the City of St. Thomas. As call volume increases in the City of St. Thomas, rural ambulances are spending more time outside of their coverage zone, performing standby coverage and/or responding to calls in the City.
- As a result, Elgin has become increasingly reliant upon neighbouring ambulance services for coverage;
- A realignment of resources, updated deployment plan and service enhancement are required to ensure we continue to meet our statutory responsibilities for the provision of Land Ambulance Services in our community;
- A number of operational changes will be made to improve service levels and response times;
- Following our presentation to the City of St. Thomas in February 2020, County Officials committed to providing cost estimates to the City for a start date of July 1, 2020. With the onset of COVID-19 in our community, we saw an initial decline in general demand on the service and have revised this date to September 15, 2020.

Working arrangements under the City-County Joint Services Agreement contemplate reasonable adjustments in servicing and costs that are generally affordable to the City/County including phasing-in of reasonable adjustments. The Ministry of Health, along with municipal partners, provides a 50/50 cost sharing agreement for this service. Provincial funding is based on prior year actuals. It is important to note that the costs of the first year of service

enhancement will be borne 100% by Elgin County and the City of St. Thomas and, following Ministry approval, will be shared in the years to follow.

The total net cost for the service enhancement, commencing on September 15, 2020 is $194,636. The County's share of these costs for 2020 will be $109,580 and the City share is $85,056 for the balance of 2020. 2021 estimates will be provided in the coming months.

Our community's aging demographic, impact on demand for EMS, and increasing number of mental health and addictions calls will require ongoing monitoring of year-over-year call volume changes.

While we recognize that enhancements to any service following COVID-19 will be extremely difficult given the impacts that the pandemic has had on our municipal budgets, we can assure you that we have done our due-diligence and made every effort to contain the costs associated with this service.

Yours Very Truly,

Warden Dave Mennill

Julie Gonyou, Chief Administrative Officer

cc. Elgin County Council
Medavie Health Services

FINANCIAL PROPOSAL SUMMARY
Additional 12 hours
Medavie EMS Elgin Ontario

	2020
Regular Wage cost	104,914
Statutory Holidays	7,630
Overtime and Shift Over Run	2,929
Sick	4,599
Vacation	10,060
Benefits in lieu and Vac Casuals	4,458
CPP	4,296
EI	1,800
Employer Health Tax	2,332
Group Insurance	7,836
Pension	4,842
WSIB	5,943
Training hours	10,173
Meals	627
Uniforms	6,000
Vehicle Maint / Gas /Med Supplies	12,235
Building Repairs and Furniture	7,500
Management Fees 2%	3,963
Grand Total	202,136

CLOSED MEETING AGENDA

July 14, 2020

Staff Reports:

1) County Solicitor – *Municipal Act Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose* – Elgin Woodlands Conservation By-Law 05-03.

2) County Solicitor - *Municipal Act Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board* and *(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose* – Energy Board Proceedings.

3) Warden Dave Mennill – *Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations* – Chief Administrative Officer Annual Performance Evaluation.

COUNTY OF ELGIN

By-Law No. 20-30

“BEING A BY-LAW TO APPOINT DEPUTY CLERKS

AND DEPUTY CLERK ALERNATES FOR THE COUNTY OF ELGIN

AND TO REPEAL BY- LAWS No. 09-10 AND No. 16-06”

WHEREAS pursuant to Section 228 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality may appoint a Deputy Clerk or Deputy Clerks who has/have all the powers and duties of the Clerk under this and any other Act; and,

WHEREAS Council did pass By-Law No. 09-10 appointing a Deputy Clerk and By-Law No. 16-06 appointing a Deputy Clerk Alternate; and,

WHEREAS it was deemed appropriate that these appointments be revised to accurately reflect municipal operations.

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

1. THAT Katherine Elizabeth Anne Thompson be and is hereby appointed as Deputy Clerk of the Corporation of the County of Elgin.

2. THAT Jim Stephen Bundschuh be and is hereby further appointed as Deputy Clerk of the Corporation of the County of Elgin.

3. THAT Stephen H. Gibson be and is hereby further appointed as Deputy Clerk (alternate) of the Corporation of the County of Elgin.

4. THAT Nancy Raffaella Pasato be and is hereby further appointed as Deputy Clerk (alternate) of the Corporation of the County of Elgin specific only to matters of planning and jurisdiction, duties, and powers in relation thereto, including but not limited to that set forth in the Planning Act, R.S.O. 1990, c. P. 13, as amended.

THAT this By-Law becomes effective on July 14, 2020

4. THAT By-Laws No. 09-10 and No. 16-06 are hereby repealed.

5. THAT where provisions of any other by-law are inconsistent with the provisions of this By-Law, the provisions of this By-Law shall prevail.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JULY 2020.

Julie Gonyou, Chief Administrative Officer.	Dave Mennill, Warden.

COUNTY OF ELGIN

By-Law No. 20-31

"BEING A BY-LAW TO APPOINT A DEPUTY TREASURER AND A DEPUTY TREASURER ALTERNATE FOR THE COUNTY OF ELGIN AND TO REPEAL BY-LAW No. 09-09"

WHEREAS pursuant to Section 286 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality may appoint a Deputy Treasurer or Deputy Treasurers who is/are responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality; and,

WHEREAS Council did pass By-Law No. 09-09 appointing a Deputy Treasurer and By-Law No. 16-06 appointing a Deputy Treasurer Alternate; and,

WHEREAS it is deemed appropriate that these appointments be revised to accurately reflect municipal operations.

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

1. THAT Julie Gonyou be and is hereby appointed as Deputy Treasurer of the Corporation of the County of Elgin.

2. THAT Jennifer L. Ford be and is hereby further appointed as Deputy Treasurer (alternate) of the Corporation of the County of Elgin.

3. THAT this By-Law become effective on July 14, 2020.

4. THAT By-Law No. 09-09 is hereby repealed.

5. THAT where provisions of any other by-law are inconsistent with the provisions of this By-Law, the provisions of this By-Law shall prevail.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JULY 2020.

Julie Gonyou, Chief Administrative Officer.	Dave Mennill, Warden.

COUNTY OF ELGIN

By-Law NO. 20-32

"A BY-LAW TO DELEGATE CERTAIN AUTHORITIES VESTED IN THE COUNCIL OF THE CORPORATION OF THE COUNTY OF ELGIN AS THE APPROVAL AUTHORITY WITH RESPECT TO PLANS OF SUBDIVISION, PLANS OF CONDOMINIUM AND PART LOT CONTROL BY-LAWS PURSUANT TO SECTION 22 AND 51 OF THE PLANNING ACT, TO THE MANAGER OF PLANNING FOR THE COUNTY OF ELGIN AND TO REPEAL BY-LAW NO. 13-28."

WHEREAS Section 4 (1) of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provides that the Minister may by order delegate to the Council of the Corporation of the County of Elgin the authority to approve, among other things, plans of subdivision, plans of condominium and part lot control by-laws; and

WHEREAS Section 5 (1) of the Planning Act, Chapter P 13, R.S.O. 1990, as amended, provides that the Council may by by-law delegate all or any of the authority to approve, among other things, plans of subdivision, plans of condominium and part lot control by-laws to a Committee of Council or to an Appointed Officer identified in the by-law by name or position occupied; and

WHEREAS County Council considers it advisable to delegate certain powers to the Manager of Planning for the County of Elgin.

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

1. THAT the Council of the County of Elgin delegates to the Manager of Planning and in his/her absence, the Director of Engineering Services, the authority to:

a) Sign draft plans of subdivision for the purpose of indicating draft approval.
b) Sign draft plans of condominium for the purpose of indicating draft approval.
c) Sign local municipal Official Plan Amendments indicating approval
d) Sign County Official Plan Amendments indicating approval
e) refuse to accept or further consider any application for plan of subdivision or plan of condominium until the prescribed information and material and the required fee and the draft plan are received, pursuant to section 51 (19) of the Planning Act as amended.
f) Enter into negotiations/dispute resolution with those parties involved in an objection to a draft plan of subdivision or condominium or conditions thereof.
g) Decide whether a change to conditions of draft approval is minor for the purpose of giving notice and to approve such minor changes.
h) Extend draft plan approval time periods.
i) Approve and sign final plans of subdivision and final plans of condominium for the purpose of indicating that final approval has been granted by the approval authority and is acceptable for registration purposes.
j) Approve part lot control by-laws for local municipalities passed under Section 50 of the Planning Act, as amended.

2. THAT this by-law shall come into force and effect on the date of its final passing by the Council of the Corporation of the County of Elgin.

3. THAT By-law No. 13-28 be repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JULY 2020.

Julie Gonyou,
Chief Administrative Officer.

Dave Mennill,
Warden.

COUNTY OF ELGIN

By-Law No. 20-33

“BEING A BY-LAW TO AMEND BY-LAW NO. 17-12 DESIGNATING COMMUNITY SAFETY ZONES ON COUNTY ROADS”

WHEREAS, pursuant to Section 214.1 (1) of the Highway Traffic Act, R.S.O. 1990, Chapter H.8, the Council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the Council’s opinion, public safety is of special concern on that part of the highway;

AND WHEREAS Council did pass By-law No. 17-12 and amending By-Laws No. 19-18 and 19-36 designating Community Safety Zones on certain County Roads;

AND WHEREAS it is deemed advisable to further amend said By-law.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the County of Elgin enacts as follows:

1. THAT Schedule “A” of By-law No. 17-12 be and is hereby amended by adding the following:

County Road Number and Name	From	To	Hours	Days	Months
40 Glencolin Line	Springfield Road west property limits	Springfield Road east property limits (being a total of 126m)	24 hours/day	Sunday to Saturday	January to December

2. THAT the penalties provided in Section 124.1 (1) of the Highway Traffic Act, R.S.O. 1990, Chapter H. 8, shall apply to offences against this by-law.

3. THAT this by-law shall become effective upon passing, but not before signs designating a Community Safety Zone have been erected.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JULY 2020.

Julie Gonyou,
Chief Administrative Officer.

Dave Mennill,
Warden.

COUNTY OF ELGIN

By-Law No. 20-34

"TO AMEND THE SCHEDULE TO BY-LAW NO. 17-11

BEING A BY-LAW TO AUTHORIZE SPEED LIMITS"

WHEREAS, pursuant to Section 128(2) of the Highway Traffic Act, being Chapter H.8, R.S.O. 1990, as amended, the Council of a municipality may by by-law prescribe a different rate of speed for motor vehicles driven on a highway or portion of a highway under its jurisdiction than is prescribed in Section 128(1a);

AND WHEREAS the County of Elgin did pass By-law No. 17-11 and amending By-laws No. 18-29, 19-14, 19-19, 19-22, 19-35 and 20-24 prescribing different rates of speed for motor vehicles on certain highways under its jurisdictions;

AND WHEREAS it is deemed expedient to further amend said By-Law to prescribe a different rate of speed on certain highways under its jurisdiction.

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the County of Elgin enacts as follows:

1. THAT Schedule "A" of By-law No. 17-11 setting out a maximum rate of speed of 40km/hr be and is hereby amended by revising the following:

Road	Section	Description
29	A	From the north limits of County Road #52 for a distance of 755 metres.

2. THAT Schedule "B" of By-law No. 17-11 setting out a maximum rate of speed of 50km/hr be and is hereby amended by adding the following:

Road	Section	Description
3	B	From 550 metres east of the east property line of County Road 20 to 508 metres west of the east property line of County Road 20.
3	B	From 610 metres east of the east property line of County Road 8 to 730 metres west of the east property line of County Road 8.

3. THAT Schedule "C" of By-Law No. 17-11 setting out a maximum rate of speed of 60km/hr be and is hereby amended by adding the following

Road	Section	Description
40	B	From the west property limits of Springfield Road to the east property limits of Springfield Road being a total distance of 126 metres.

4. THAT Schedule "C" of By-Law No 17-11 setting out a maximum rate of speed of 60km/hr be and is hereby amended by removing the following:

Road	Section	Description
29	A	From 950 metres north of the property line of County Road 52 northerly for 2378 metres to Southminister Bourne.
3	C	From 550 metres east of the east property line of County Road 20 to 508 metres west of the east property line of County Road 20.
3	B	From 483 metres east of the east property line of County Road 8 to 550 metres west of the east property line of County Road 8.

5. THAT the penalties provided in Section 128(14) of the Highway Traffic Act shall apply to offences against this by-law.

3. THAT this by-law shall become effective once signage setting out the speed limit has been duly posted.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JULY 2020.

Julie Gonyou,
Chief Administrative Officer.

Dave Mennill,
Warden.

COUNTY OF ELGIN

By-Law No. 20-35

“BEING A BY- LAW TO AUTHORIZE A PARKING SPACE LICENCE AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF ELGIN AND THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION”

WHEREAS Section 5(3) of the Municipal Act, S.0. 2001, Chapter 25 as amended grants municipal power to exercise its capacity, rights, powers and privileges by by-law; and,

WHEREAS Section 8(1) of said Act confers broad authority to municipalities to govern its affairs as it considers appropriate; and,

WHEREAS Section 9 of said Act confers upon a Municipality the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act: and,

WHEREAS the Council of the Corporation of the County of Elgin did previously enter into a Parking Space Licence Agreement with the Municipal Property Assessment Corporation for the use of one (1) parking space at the southwest corner of the Administration parking lot, 450 Sunset Drive, ending May 31, 2020; and,

WHEREAS the Council of the Corporation of the County of Elgin did on January 14, 2020 amend this agreement to increase the number of parking spaces to two (2); and,

WHEREAS the Council of the Corporation of the County of Elgin deems it expedient to extend this agreement with the Municipal Property Assessment Corporation for the above mentioned two (2) parking spaces for a term beginning on June 1, 2020 and ending on May 31, 2021,

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

1. THAT the Parking Space Licence Agreement between the Corporation of the County of Elgin and the Municipal Property Assessment Corporation, attached hereto and forming part of this By-Law, be authorized and the parking spaces provided for therein be hereby granted in accordance with the terms of the agreement; and,

2. THAT the Warden and Chief Administrative Officer be authorized and directed to enter into and execute the Parking Space Licence Agreement, which is hereby incorporated into and forming part of this By-Law; and,

3. THAT this By-Law shall come into force and take effect on July 14th, 2020 and remain in force until May 31, 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JULY 2020.

Julie Gonyou, Chief Administrative Officer.	Dave Mennill, Warden.

Parking Space Licence Agreement

This Agreement made effective this 1st day of June, 2020

BETWEEN:

CORPORATION OF THE COUNTY OF Elgin County
(hereinafter "Elgin" or "Licensor")

OF THE FIRST PART

And:

MUNICIPAL PROPERTY ASSESSMENT CORPORATION
(hereinafter "MPAC" or "Licensee")

OF THE SECOND PART

WHEREAS:

1. The Licensor is the owner of lands and premises known as the Elgin County Administration Building at 450 Sunset Drive in the Municipality of Central Elgin in the County of Elgin (hereinafter the "Licensor's Property") upon which a parking lot (hereinafter the "Parking Lot") is located;

2. The Licensee is a corporation carrying on its business in the County of Elgin;

3. The Licensee wishes to acquire a licence to use two (2) parking spaces in and on the Parking Lot and the Licensor has agreed to grant such licence pursuant to certain terms and conditions; and

4. The Licensor and Licensee wish to reduce the terms and conditions of their agreement to writing.

NOW THEREFORE this agreement (hereinafter the "Agreement") witnesses that, in consideration of payment of the sum of ONE DOLLAR ($1.00) by the Licensee to the Licensor and the other mutual covenants hereinafter expressed and the performance thereof and for other good and valuable consideration, the receipt and sufficiency of which consideration is acknowledged, the Licensor and Licensee agree as follows:

1. Licence/Term

The Licensor hereby grants to the Licensee a revocable and exclusive licence to use two (2) parking spaces in the Parking Lot (the "Parking Spaces"), designated as numbers 158 and 159 and identified on the sketch attached as Schedule "A" hereto, for the term of one (1) year commencing on June 1, 2020, and ending on May 31, 2021 (the "Term"), together with the non-exclusive right to use those portions of the Parking Lot reasonably required, designated, and used for access to and from such Parking Spaces. The Licensor covenants and agrees that, during the Term of this Agreement, it shall use all reasonable effort to insure that there shall be free and uninterrupted access to the Parking Spaces at all times.

2. Licence Fee

The Licensee shall pay to the Licensor a licence fee (the "Licence Fee"), without deduction, abatement, or set-off, of ONE THOUSAND DOLLARS ($1,000.00) PER ANNUM (plus all applicable taxes accruing thereto), payable in two (2) equal installments of FIVE HUNDRED DOLLARS ($500.00) (plus all taxes accruing thereto), the first due and payable on or before the 30th day of June, 2020, and the second due and payable on or before the 15th of December, 2020.

3. Use

(1) The Licensee may use or permit the use of the Parking Spaces for the purpose of parking of single automobiles, trucks, or motorcycles, being either automobiles to be utilized by its employee or employees in the course of his employment duties or the automobile, truck, or motorcycle driven by any such employee to the Parking Lot to retrieve such automobile, and for no other or improper purpose.

(2) During the Term of this Agreement, the Licensee shall at all times, in connection with such authorized use of the Parking Spaces, ensure that the Licensee, including its staff, employees, servants, agents, and contractors, shall comply with:

(a) all laws, directions, rules, and regulations of any governmental authority having jurisdiction;

(b) all requirements of all insurance companies having policies covering or relating to the Parking Lot;

(c) all reasonable rules and regulations promulgated by the Licensor with respect to the Parking Lot.

4. Maintenance

The Licensor shall be responsible for the operation, administration, repair, maintenance and management of the Parking Lot including, without limitation:

(a) maintenance and operation of the Parking Lot as required to keep it in an appropriate standard for parking lots in the vicinity including, without limiting the generality of the foregoing, utilities, painting, parking lot striping and general signage; and

(b) repairs, replacements and improvements to the Parking Lot as required to keep it in an appropriate standard for parking lots in the vicinity.

5. Insurance and Indemnity

(1) The Licensee shall maintain an insurance policy, including public liability and property damage insurance coverage, in an amount not less than TWO MILLION DOLLARS ($2,000,000) per occurrence, which insurance shall name the Licensor as an additional insured. The Licensee shall provide evidence reasonably satisfactory to the Licensor that such insurance coverage is in force, and the policy shall require notification to the Licensor in advance of any material adverse change or cancellation of such policy.

(2) The Licensee shall indemnify and save harmless the Licensor against all actions, suits, claims, damages, costs and liabilities arising out of or as a result of:

(a) any breach, violation, or non-performance of the terms, covenants and obligations on the part of the Licensee, including its staff, employees, servants, agents, and contractors and others for whom it is in law responsible, as set out in this Agreement;

(b) any damage to the Licensor's Property occasioned by the use of the Parking Lot by the Licensee, its staff, employees, servants, agents, and contractors and others for whom it is in law responsible; and

(c) any injury to or death of any person resulting from the use of the Parking Lot by the Licensee, its staff, employees, servants, agents, and contractors and others for whom it is in law responsible.

(3) The Licensee shall use the Parking Spaces at its sole risk, and the Licensor shall not be liable for any loss, injury or damage caused to persons using the Parking Spaces or to automobiles or their contents or any other property, the responsibility for insuring against any such loss, injury or damage being that of the Licensee, who hereby waives, on behalf of itself and its insurers, any rights of subrogation against the Licensor. In addition and without limitation, the Licensee agrees that the Licensor, regardless of negligence or alleged negligence on the part of the Licensor or any breach of this Agreement by the Licensor and, notwithstanding anything else herein contained, shall not be liable for and hereby releases the Licensor from:

(a) any and all claims, actions, causes of action, damages, demands for damages and other liabilities for or related to:

(i) any bodily injury, personal injury, illness or discomfort to or death of the Licensee or any of its staff, employees, servants, agents, and contractors and others for whom it is in law responsible, in or about the Parking Lot; and

(ii) any loss or damage to all property in or about the Parking Lot owned by the Licensee or any of its staff, employees, servants, agents, and contractors and others for whom it is in law responsible;

(b) any act or omission (including theft, malfeasance or negligence) on the part of any agent, contractor or person from time to time employed by the Licensor to perform any maintenance or other work in or about the Parking Lot; and

(c) any indirect or consequential damages including, but not limited to, loss of profit.

6. Default and Remedies

(1) Any of the following occurrences or acts shall constitute an event of default by the Licensor or Licensee (as applicable) under this Agreement:

(a) if a party shall fail to make any payment of any sums herein required to be paid, where such failure shall continue for five (5) days after the other party shall have given the defaulting party notice specifying such failure; and

(b) if a party shall fail to perform any covenant or condition to be performed or observed by such party hereunder, where such failure shall continue for fifteen (15) days after the other party shall have given the defaulting party notice specifying such failure and, if such default cannot be reasonably cured within such fifteen (15) day period, such longer period as may be reasonably required to cure such default.

(2) In the event default shall occur and continue after the above periods, the non-defaulting party, in addition to all other rights it may have, shall have the following rights:

(a) the non-defaulting party may immediately terminate this Agreement and the Term by giving written notice of such termination to the defaulting party. Any payments for which the Licensee is liable under this Agreement shall thereupon be apportioned and paid in full and refunded, if necessary, to the date of such termination, and the Licensee shall immediately deliver and return possession of the Parking Spaces to the Licensor and the Licensor may re-enter and take possession thereof;

(b) the non-defaulting party may perform the covenant or condition required to be performed or observed by the defaulting party and the costs of doing so shall be a debt from the defaulting party to the non-defaulting party and, if the Licensor is the defaulting party, may be set off against any future Licence Fee payments; and

(c) if the Licensee is the defaulting party, upon written notice to the Licensee, the Licensor may re-enter the Parking Spaces.

7.0 Assignment

(1) This Agreement may not be assigned by the Licensee.

(2) This Agreement may be assigned by the Licensor in conjunction with a sale or financing of the Licensor's Property. The Licensor shall cause any purchaser of the Licensor's Property (which shall include a tenant of the whole of the Licensor's Property) to assume its obligations herein. The Licensor shall not be liable for any obligations hereunder arising after any assumption of this Agreement by a purchaser of the Licensor's Property.

(3) Subject to the foregoing, this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

8.0 Notices

(1) Any demand, notice, direction or other communication to be made or given hereunder (in each case, "Communication") shall be in writing and shall be made or given by personal delivery, courier, facsimile transmission, or sent by registered mail, charges prepaid, addressed as follows:

To the Licensor:	450 Sunset Drive, St. Thomas, Ontario, N5R 5V1
To the Licensee:	1340 Pickering Parkway, Suite 101, Pickering, Ontario, L1V 0C4

or to such other address or facsimile number as any party may, from time to time, designate in accordance with this section.

(2) Any Communication made by personal delivery or by courier shall be conclusively deemed to have been given and received on the day of actual delivery thereof or, if such day is not a Business Day, on the first Business Day thereafter. Any Communication made or given by facsimile on a Business Day before 4:30 p.m. (local time of the recipient) shall be conclusively deemed to have been given and received on such Business Day, and otherwise shall be conclusively deemed to have been given and received on the first Business Day following the transmittal thereof. Any Communication that is mailed shall be conclusively deemed to have been given and received on the fifth Business Day following the date of mailing but if, at the time of mailing or within five (5) Business Days thereafter, there is or occurs a labour dispute or other event that might reasonably be expected to disrupt delivery of documents by mail, any Communication shall be delivered or transmitted by any other means provided for in this section. When used in this Agreement, "Business Day" shall mean a day other than a Saturday, Sunday or any statutory holiday in the province in which the Parking Lot is located.

9.0 Miscellaneous

(1) This Agreement constitutes the entire agreement of the parties with respect to the matters governed by it and supersedes all prior agreements and understandings, whether written or oral, relative to the subject matter hereof. Except as otherwise specifically set forth in this Agreement, neither party makes any representation or warranty, express or implied, statutory or otherwise, to the other. This Agreement may not be amended or modified except by a written instrument executed by both parties.

(2) If the Licensee remains in possession of the Parking Spaces after the end of the Term with the consent of the Licensor and without the execution and delivery of a new agreement, there shall be no tacit renewal of this Agreement or renewal or extension of the Term, nor shall a licence from year to year be created but, notwithstanding any statutory provisions to the contrary, a monthly licence shall be created, which may be terminated by either party on one month's notice.

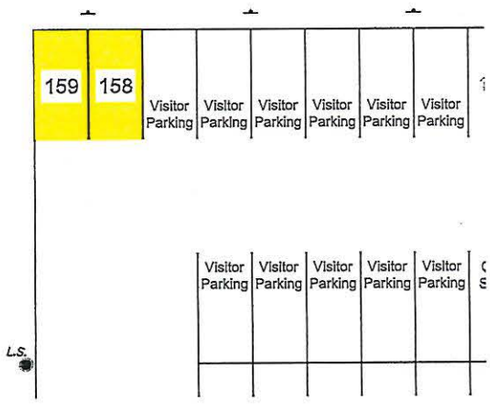
(Balance of page left blank intentionally)

(3) Unless the context otherwise requires, words importing the singular in number only shall include the plural and vice versa, words importing the use of gender shall include the masculine, feminine and neuter genders, and words importing persons shall include individuals, corporations, partnerships, associations, trusts, unincorporated organizations, governmental bodies and other legal or business entities.

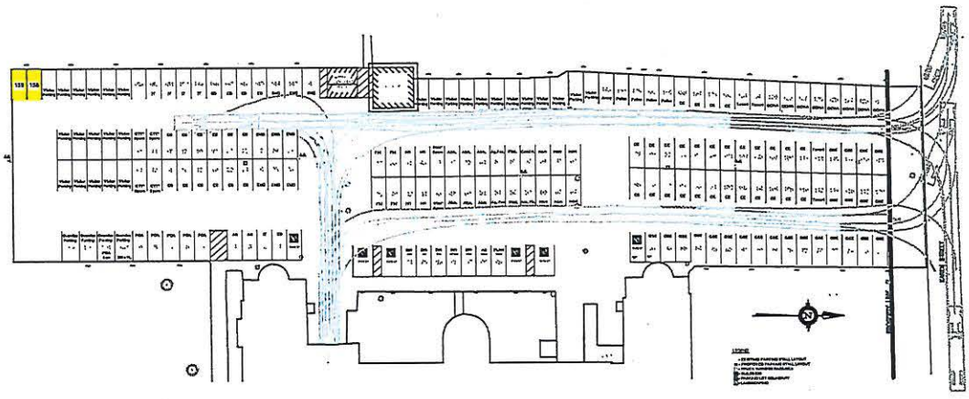
IN WITNESS WHEREOF the parties hereto have executed this Agreement under hand and seal of its duly authorized representatives as set forth below.

SIGNED, SEALED AND DELIVERED)CORPORATION OF THE COUNTY
)OF ELGIN
)
)Per:_____
) Name: David Mennill
) Title: Warden
)
)Per:_____
) Name: Julie Gonyou
) Title: Chief Administrative Officer
)
)We have authority to bind the Corporation
)
)
)MUNICIPAL PROPERTY ASSESSMENT
)CORPORATION
)
)
)Per:_____
) Name:
) Title:
)
)i have authority to bind the Corporation
)
)

SCHEDULE "A"



ADMINISTRATION BUILDING - PARKING LOT - SECTION DETAIL



ADMINISTRATION BUILDING - PARKING LOT LAYOUT

MPAC
PARKING SPACES 158 & 159

ADMINISTRATION BUILDING
450 SUNSET DRIVE
ST. THOMAS, ONTARIO
N5R 5V1

Date: June 1st, 2020

CORPORATION OF THE
COUNTY OF ELGIN

and

MUNICIPAL PROPERTY
ASSESSMENT CORPORATION

Elgin/MPAC Agreement

Stephen H. Gibson
450 Sunset Drive
St. Thomas, ON N5R 5V1

County Solicitor