

Table of Contents

I.	Orders – March 23, 2021	2
II.	Elgin County Council Minutes – March 9, 2021	3
III.	Delegation – St. Thomas-Elgin Public Arts Centre 2020 Annual Report	19
IV.	Reports Index – March 23, 2021	43
V.	Report – Homes - Notice and Extension of SAA Extending Letters	44
VI.	Report – Homes – Housekeeping & Laundry Policy Manual Review and Revisions	58
VII.	Report – Council and Outside Boards Remuneration and Expenses	61
VIII.	Report – Audio/Video Surveillance Policy Adoption	67
IX.	Report – Transportation Master Plan – Study Award	73
Χ.	Report – Administration Building and Elgin Manor Rood Replacement Project – Tender No. 2021-T07 Tender Award	122
XI.	Report – Cold In-Place Asphalt Recycling and Culvert Rehabilitations Tender Awards	124
XII.	Report – Telecommunication Equipment Consent and Road User Agreement	130
XIII.	Report – Official Plan 5-Year Review Engagement Strategy	135
XIV.	Correspondence – Information Index	161
XV.	SWIFT January 2021 Project Update	162
XVI.	SWIFT February 2021 Project Update	168
XVII.	Letter from Natural Resources Canada	175
XVIII.	Closed Meeting Agenda – March 23, 2021	176
XIX.	By-Law 21-13	177
XX.	Bv-Law 21-14	180



ORDERS OF THE DAY FOR TUESDAY, MARCH 23, 2021 – 9:00 A.M.

<u>ORDER</u>	
1st	Meeting Called to Order
2nd	Adoption of Minutes
3rd	Disclosure of Pecuniary Interest and the General Nature Thereof
4th	Presenting Petitions, Presentations and Delegations
	9:00 a.m. – St. Thomas-Elgin Public Arts Centre 2020 Annual Report – Laura
	Woermke, Executive Director / Curator
5th	Motion to Move Into "Committee Of The Whole Council"
6th	Reports of Council, Outside Boards and Staff
7th	Council Correspondence
	Items for Consideration Items for Information (Consent Agenda)
8th	OTHER BUSINESS
	 Statements/Inquiries by Members Notice of Motion Matters of Urgency
9th	Closed Meeting Items
10th	Recess
11th	Motion to Rise and Report
12th	Motion to Adopt Recommendations from the Committee Of The Whole
13th	Consideration of By-laws
14th	ADJOURNMENT

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/



ELGIN COUNTY COUNCIL MINUTES

March 9, 2021

Council Present: Warden Tom Marks (in-person)

Deputy Warden Dave Mennill (in-person)
Councillor Duncan McPhail (in-person)
Councillor Bob Purcell (electronic)
Councillor Sally Martyn (electronic)
Councillor Grant Jones (electronic)
Councillor Mary French (electronic)
Councillor Dominique Giguère (in-person)
Councillor Ed Ketchabaw (in-person)

Staff Present: Julie Gonyou, Chief Administrative Officer (in-person)

Brian Lima, Director of Engineering Services (electronic)

Stephen Gibson, County Solicitor (electronic)

Jim Bundschuh, Director of Financial Services (electronic)

Michele Harris, Director of Homes and Seniors Services (in-person)

Amy Thomson, Director of Human Resources (electronic)

Nancy Pasato, Manager of Planning (electronic)

Jeff Lawrence, Tree Commissioner/Weed Inspector (electronic) (report only)

Katherine Thompson, Supervisor of Legislative Services (in-person)

Carolyn Krahn, Legislative Services Coordinator (in-person)

1. CALL TO ORDER

Elgin County Council met this 9th day of March, 2021 in the Council Chambers, at the County Administration Building, St. Thomas at 9:02 a.m. with Warden Marks in the chair. Some Councillors and staff participated electronically by video conference.

2. ADOPTION OF MINUTES

Moved by: Councillor Mennill Seconded by: Councillor McPhail

RESOLVED THAT the minutes of the meetings held on February 23, 2021 and

February 25, 2021 be adopted.

Recorded Vote

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

Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

4.1 Moment of Silence

County Council observed a moment of silence in memory of former Warden Mathew Schafer.

4.2 <u>Shirley Schuurman – County Long-Term Care Homes/Service Delivery Review</u>

Shirley Schuurman presented her concerns regarding the recommendation from the Service Delivery Review that the County of Elgin consider divesting its Long-Term Care Homes.

Moved by: Councillor Jones

Seconded by: Councillor Ketchabaw

RESOLVED THAT the presentation from the Shirley Schuurman be received.

Recorded Vote

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

Motion Carried.

5. COMMITTEE OF THE WHOLE

Moved by: Councillor French Seconded by: Councillor Purcell

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

Recorded Vote

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

Motion Carried.

6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

6.1 Warden's Activity Report (February) and COVID-19 Update - Warden Marks

Warden Marks provided a summary of the County's response to the pandemic as well as a list of events and meetings the Warden attended and organized on behalf of County Council.

Moved by: Councillor Mennill Seconded by: Councillor Jones

RESOLVED THAT the March 2, 2021, report titled, *Warden's Activity Report* (*February*) and COVID-19 Update submitted by the Warden, be received and filed for information.

Recorded Vote

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

Motion Carried.

6.2 **2021 SCOR Appointments – Warden Marks**

Warden Marks provided an update regarding the County's participation in the South Central Ontario Region Economic Development Corporation (SCOR EDC). SCOR EDC consented to waive the one-year notice requirement for withdrawing from the organization. The County of Elgin previously agreed to participate on a trial basis for one-year. SCOR EDC requires the appointment of two (2) Members of Council to sit on the Board of Directors and the appointment of a staff member and alternate to sit on the SCOR EDC Resource Advisory Group.

Moved by: Councillor McPhail Seconded by: Councillor Giguère

RESOLVED THAT the report titled 2021 SCOR Appointments, dated March 1, from the Warden be received and filed; and,

THAT County Council appoint the Warden and Councillor French to the SCOR EDC Board of Directors for 2021; and,

THAT County Council appoints the Economic Development Coordinator to the SCOR EDC Resource Advisory Group for 2021; and,

THAT County Council appoints the Tourism Services Coordinator as Alternate on the SCOR EDC Resource Group for 2021.

Recorded Vote

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

6.3 <u>Homes Dietary Policy Manual Updates – Director of Homes and Seniors Services</u>

The Director of Homes and Seniors Services presented the changes to the Homes Dietary Policy Manual. The Manual was reviewed and revised by the Managers of Support Services for the three (3) County of Elgin Homes in consultation with the Registered Dietitian.

Moved by: Councillor Mennill

Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled: "Homes – Dietary Policy Manual Review and Revisions" dated March 2, 2021 be received and filed; and,

THAT Council approve the "County of Elgin Homes and Seniors Services Dietary Policy Manual Review and Revisions" for 2020.

Recorded Vote

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

Motion Carried.

6.4 <u>Terrace Lodge Redevelopment Presentation – Director of Homes and Seniors</u> <u>Services</u>

The Director of Homes and Seniors Services presented an update on the Terrace Lodge Redevelopment.

Moved by: Councillor Purcell Seconded by: Councillor French

RESOLVED THAT the March 9, 2021, presentation titled, *Terrace Lodge Redevelopment Update*, submitted by the Director of Homes and Seniors Services, be received and filed for information.

Recorded Vote

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

6.5 <u>2021 Non-Union Economic Adjustment Recommendation – Director of Human Resources</u>

The Director of Human Resources presented a report seeking County Council's approval to implement a 1.75% wage increase for non-union staff and Council in 2021.

Moved by: Councillor Jones Seconded by: Councillor Martyn

RESOLVED THAT County Council approve a non-union economic adjustment of 1.75% effective the first full pay period of 2021; and,

THAT the necessary by-law be prepared.

Recorded Vote

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

- Motion Carried.

6.6 Annual Repayment Limit – Director of Financial Services

The Director of Financial Services provided information regarding the Annual Repayment Limit (ARL) issued by the province. The County's ten-year plan to acquire \$44 million of debt between 2020 and 2025 is within the posted Annual Repayment Limit.

Moved by: Councillor Mennill

Seconded by: Councillor Ketchabaw

RESOLVED THAT the March 9, 2021, report titled, Annual Repayment Limit, submitted by the Director of Financial Services, be received and filed for information.

Recorded Vote

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

6.7 <u>Meeks Bridge Replacement Tender Award - Director of Engineering Services</u>

The Director of Engineering Services presented information regarding the tender for the Meeks Bridge Replacement. Five (5) contractors submitted bids with Clearwater Structures Inc. submitting the lowest compliant bid for the project at a total price of \$1,735.862.00.

Moved by: Councillor Jones Seconded by: Councillor Mennill

RESOLVED THAT Clearwater Structures Inc. be selected for the Meeks Bridge Replacement Project, Contract No. 2021-T01 at a total price of \$1,735,862.00 inclusive of a \$220,000 contingency allowance and exclusive of H.S.T.; and,

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

Recorded Vote

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

Motion Carried.

6.8 Encroachment Agreement – Sparta Line 6137 Hiram Smith Line, Central Elgin – County Solicitor

The County Solicitor presented a report seeking Council's approval and authorization for execution of an Encroachment Agreement relating to concrete steps encroaching upon the Sparta Line road allowance.

Moved by: Councillor Purcell Seconded by: Councillor Martyn

RESOLVED THAT the February 24, 2021, report titled, *Encroachment Agreement – Sparta Line 6137 Hiram Smith Line, Central Elgin*, submitted by the County Solicitor, be received and filed for information.

THAT County Council approve the proposed Encroachment Agreement amongst Elgin (County), Central Elgin (Municipality), and Joseph Sawicki and Heather Leslie Robinson, as property owners, as relating to concrete steps encroaching upon the Sparta Line road allowance and related sidewalk from certain lands and premises in the Community of Sparta as municipally known as 6137 Hiram Smith Line, Central Elgin, Ontario; and,

THAT County Council authorize the Warden and Chief Administrative Officer to execute the said Encroachment Agreement for the Corporation of the County of Elgin.

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		

Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.9 <u>Connectivity Committee Request to Engage Technical Consultant – Chief Administrative Officer</u>

The Chief Administrative Officer provided an update on the activities of the Connectivity Committee and presented the Committee's recommendation that Council approve the engagement of an unbiased technical expert consultant to move a Made In Elgin Solution forward.

Moved by: Councillor Jones Seconded by: Councillor Giguère

RESOLVED THAT the March 2, 2021, report titled, *Connectivity Committee* Request to Engage Technical Consultant submitted by the Chief Administrative Officer, be received and filed for information; and,

THAT a consultant be engaged to support the Connectivity Committee's work in identifying community specific solutions with respect to enhancing connectivity across Elgin County, the costs associated with these solutions and, if possible recommending funding models; and,

THAT Elgin County Council delegate responsibility for providing letters of support to the Warden.

Recorded Vote

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

Motion Carried.

6.10 <u>Elgin County Strategic Plan – Staff Action Plan Update – March 2021 – Chief</u> Administrative Officer

The Chief Administrative Officer provided Council with an updated Staff Action Plan. The Action Plan was originally developed in February/March 2020 to support Elgin County Council's Strategic Plan 2020-2022.

Moved by: Councillor Ketchabaw Seconded by: Councillor Mennill

RESOLVED THAT the Elgin County Council Strategic Plan – Staff Action Plan Update – March 2021, report from the Chief Administrative Officer, dated March 3 2021, be received and filed.

Yes	No	Abstain

Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

Motion Carried.

The Chief Administrative Officer provided Council with an update on the County's COVID-19 response.

Moved by: Councillor McPhail Seconded by: Councillor Giguère

RESOLVED THAT the March 3rd, 2021, report titled, COVID-19 Emergency Team Planning – February Update, submitted by the Chief Administrative Officer, be received and filed for information.

Recorded Vote

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

Motion Carried.

7. COUNCIL CORRESPONDENCE

7.1 Items for Consideration

7.1.1 Margaret McCullough with a letter regarding the lack of protection for companion animals in Canada.

Moved by: Councillor Ketchabaw Seconded by: Councillor Purcell

RESOLVED THAT Correspondence Item #1 be received and filed.

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

Central Elgin	Warden Marks	Yes		
		9	0	0

Motion Carried.

7.2 <u>Items for Information (Consent Agenda)</u>

- 7.2.1 The Township of Southwold with a letter from the Economic Development Committee regarding the County's Service Delivery Review.
- 7.2.2 Jim Crane with a letter regarding the Crane Conservation Area.
- 7.2.3 County of Elgin Homes with their March 2021 Newsletter.
- 7.2.4 Ontario Association of Residents' Councils celebrating Ontario's First Residents' Council Week Honourable Mentions.
- 7.2.5 The Ministry of Municipal Affairs and Housing with a letter regarding the COVID-19 Recovery Fund.

Moved by: Councillor Mennill Seconded by: Councillor McPhail

RESOLVED THAT Correspondence Item #1-5 be received and filed.

Recorded Vote

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

Motion Carried.

8. OTHER BUSINESS

8.1 **Statements/Inquiries by Members**

None.

8.2 **Notice of Motion**

None.

8.3 Matters of Urgency

None.

9. CLOSED MEETING ITEMS

Moved by: Councillor Jones Seconded by: Councillor French

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

In-Camera Item #1

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Investigation Update.

In-Camera Item #2

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Lease Consideration – Impacts of Administration Building Elevator and Basement Public Accessibility Washroom Improvement Project

In-Camera Item #3

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (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 – Tenant Acknowledgement and Agreement – Elgin County Administration Building – Elevator Improvement Project.

In-Camera Item #4

(c) a proposed or pending acquisition or disposition of land by the municipality or local board; (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Property Matters (verbal).

In-Camera Item #5

(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 – Service Delivery Review - Road Maintenance Agreement Study.

In-Camera Item #6

(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 – Employment Lands Update (verbal).

In-Camera Item #7

(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 – Southwestern Integrated Fibre Technology Loan Agreement.

In-Camera Item #8

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

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

10. MOTION TO RISE AND REPORT

Moved by: Councillor Ketchabaw Seconded by: Councillor Mennill

RESOLVED THAT we do now rise and report.

Recorded Vote

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

- Motion Carried.

In-Camera Item #1 - Investigation Update

Moved by: Councillor Ketchabaw Seconded by: Councillor Jones

RESOLVED THAT the report from the Tree Commissioner be received.

Recorded Vote

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

Motion Carried.

<u>In-Camera Item #2 – Impacts of Administration Building Elevator and Basement Public Accessibility Washroom Improvement Project</u>

Moved by: Councillor Mennill Seconded by: Councillor French

RESOLVED THAT the report from the Director of Engineering Services be received.

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		

Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

Motion Carried.

<u>In-Camera Item #3 – Tenant Acknowledgement and Agreement – Elgin County</u>

Administration Building – Elevator Improvement Project.

Moved by: Councillor Giguère Seconded by: Councillor Jones

RESOLVED THAT staff proceed as directed.

Recorded Vote

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

Motion Carried.

<u>In-Camera Item #4 – Property Matters</u>

Moved by: Councillor Mennill

Seconded by: Councillor Ketchabaw

RESOLVED THAT the report from the County Solicitor be received; and

THAT staff proceed as directed.

Recorded Vote

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

Motion Carried.

<u>In-Camera Item #5 – Service Delivery Review – Road Maintenance Agreement Study</u>

Moved by: Councillor McPhail Seconded by: Councillor Martyn

RESOLVED THAT staff proceed as directed.

Recorded Vote

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

Motion Carried.

In-Camera Item #6 - Employment Lands Update

Moved by: Councillor Jones Seconded by: Councillor Mennill

RESOLVED THAT the report from the Chief Administrative Officer be received.

Recorded Vote

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

- Motion Carried.

<u>In-Camera Item #7 – Southwestern Integrated Fibre Technology Loan Agreement</u>

Moved by: Councillor Purcell Seconded by: Councillor McPhail

RESOLVED THAT staff proceed as directed.

Recorded Vote

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

In-Camera Item #8 - Organizational Review

Moved by: Councillor Ketchabaw Seconded by: Councillor Mennill

RESOLVED THAT the report from the Chief Administrative Officer be received; and

THAT staff proceed as directed.

Recorded Vote

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

Motion Carried.

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

Moved by: Councillor Giguère Seconded by: Councillor Jones

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

Recorded Vote

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

Motion Carried.

12. CONSIDERATION OF BY-LAWS

12.1 <u>By-Law 21-08 – Appointing a Community Emergency Management Coordinator</u>

BEING a By-Law to Appoint a Community Emergency Management Coordinator (CEMC) for the County of Elgin.

Moved by: Councillor Mennill Seconded by: Councillor Jones

RESOLVED THAT By-Law No. 21-08 be now read a first, second and third time and finally passed.

Recorded Vote

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

Motion Carried.

12.2 <u>By-Law 21-09 – Authorizing the Execution of a Collective Agreement between</u> the County of Elgin and the Canadian Union of Public Employees

BEING a By-Law to Authorize the Execution of a Collective Agreement between the Corporation of the County of Elgin and Canadian Union of Public Employees with Respect to the Corporation's County Library Employees.

Moved by: Councillor McPhail Seconded by: Councillor Giguère

RESOLVED THAT By-Law No. 21-09 be now read a first, second and third time and finally passed.

Recorded Vote

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

Motion Carried.

12.3 **By-Law 21-10 – Authorizing a Tax Exemption**

Being a By-Law to Authorize Tax Exemption in Respect of a Municipal Capital Facility Pursuant to Section 110 of The Municipal Act.

Moved by: Councillor Purcell Seconded by: Councillor Mennill

RESOLVED THAT By-Law No. 21-10 be now read a first, second and third time and finally passed.

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		

Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

Motion Carried.

12.4 **By-Law 21-11 – 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 March 9, 2021 Meeting.

Moved by: Councillor French Seconded by: Councillor Jones

RESOLVED THAT By-Law No. 21-11 be now read a first, second and third time and finally passed.

Recorded Vote

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

Motion Carried.

13. ADJOURNMENT

Moved by: Councillor Mennill

Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now adjourn at 12:34 p.m. to meet again on March 23, 2021 at 9:00 a.m.

Recorded Vote

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

Julie Gonyou,	Tom Marks,
Chief Administrative Officer.	Warden.

2020 ANNUAL REPORT



Visual art is a part of the fabric of communities and drives conversations that shape our values. The role of an artwork reaches far beyond an individual piece—it creates a platform for reflection and innovation.

We believe that art is an essential part of public life, and we share it with passion and purpose. We work to interpret, present, and preserve the artworks in our care and develop programs to help the public connect with the art and its makers.

Our Mission

The mission of the St. Thomas-Elgin Public Art Centre is to encourage and promote an appreciation for and support the practice of the visual arts in St. Thomas and Elgin County through a variety of exhibitions and educational programs and through the preservation of a permanent collection.

Our Vision

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

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





Board of Directors

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

Directors:

Amy Sloan
Dang Ho
Debra Bagshaw
Grayden Laing
Neil Hubert
Joan Dennis
Todd Noble
Jim Herbert (City Rep.)
Alternate Jeff Kohler (City Rep.)
Dominique Giguere (County Rep.)

Administration

Laura Woermke, Executive Director / Curator Sherri Howard, Program Director Katelyn Tippin, Reception / Volunteer Peri Hayes, Part-time Reception Teagan Butler, Part-time Reception Beth Green, (Volunteer) Reception Amy Sloan, (Volunteer) Reception Suzanne Baehr, (Volunteer) Reception

Committees

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

Fundraising Committee (standing)
Bethany Green

Amy Sloan Suzanne Baehr Sherri Howard Laura Woermke

Finance Committee

Chair Suzanne Baehr Treasurer Meaghan Vreman Laura Woermke **Membership Committee**

Chair Neil Herbert Laura Woermke Deb Bagshaw

Human Resource Committee

Chair Suzanne Baehr Tom Hughes Megan Vreman

Sponsorship Committee

Laura Woermke Suzanne Baehr Amy Sloan

Instructors / Guest Speakers

Heather Keating Katelyn Tippin Andres Villar (Lecture) Olive McEnvue Julianne Bryans (Online instructor) Ron Milton

Although the past year presented many challenges for all of us, it also provided countless opportunities to be grateful. The generosity, kindness and support received from members, donors, sponsors, artists, neighbours and visitors demonstrated, not only the importance we place on art and creativity, to help inspire and uplift us during difficult times, but the undeniable sense of community that is felt through our involvement and participation.

During a year when we no longer measured success and accomplishments solely on numbers, the number of things to be grateful for has only increased.

Visitor Statistics



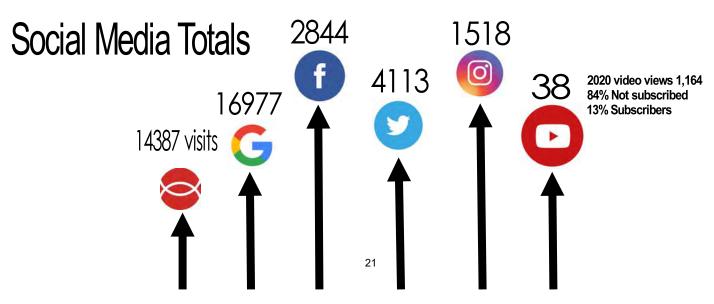
2020 Visitor Statistics

January-March 2020

4371 (Total visitors, tours, classes, special events)

July—December 2020

1132 (Total exhibition visitors) restricted hours and guests





CURRENT Contemporary Selections from the Permanent Collection

November 9 to February 15, 2020

Visual art is a part of the fabric of communities and drives conversations that shape our values. The role of an artwork reaches far beyond an individual piece - It creates a platform for reflection and innovation.

We believe that contemporary art is an essential part of public life, and we share it with passion and purpose. We work to interpret, present, and preserve the artworks in our care and develop programs to help the public connect with the art and its makers. We invite you to explore the people and artwork that inspire our 50th anniversary contemporary exhibition.

Bringing together art works from the last five decades, by our local and regional artists, *CURRENT*, *Contemporary Selections from the Permanent Collection*, includes: Ron Kingwood's distinctly impressionistic style depicting wildlife, the organic fibreglass sculptures of Walter Redinger and the regionalist pioneer, Greg Curnoe. Drawn entirely from the permanent collection, the exhibition presents a diverse array of Canadian artists such as: Roly Fenwick, Joespha van den Anker, Clark McDougall, Harry Wilkinson, Bob Bozak, Patrick Landsley, Candy McManiman, Jan Row, Ed Zelenak and Gerald Pedros who define contemporary art in our region.



White Walls & Significant Form Small Sculpture from the Permanent Collection

November 9 to February 15, 2020

The Public Art Centre maintains a permanent collection of artwork ranging from paintings, drawings, prints and photographs. But, the collection also contains a number of mixed media, bronze, cast lead and aluminum sculptures. White Walls: Small Sculpture from the Permanent Collection is an exhibition in celebration of the 50th anniversary and is drawn entirely from the permanent collection.

Margot Ariss was a Postwar & Contemporary artist who was born in 1929. Her work was featured in several exhibitions at key galleries and museums. The artist died in 2013.

Great Beginnings Elementary School Art Exhibition February 25 to March 22, 2020

St. Thomas-Elgin Public Art Centre Great Beginnings Elementary School Art Exhibition February 25 to March 22, 2020 Saturday, February 29, 2020

at its fifty year history, the St. Thumas-Elgin Public Art Const at pride in exhibiting works created by the many gifted, young schools in St. Thomas-Elgin, Thank you for sharing your tale and boundless in section with our community.

from 1:00 - 3:00 pm

Free admission. Refreshments. Everyone welcome! 301 Talbot Street St. Thomas The front image was created in 1914, by local artist Carolyn Cartis when she was a student at Wollington Street School, age 10.

Great **Beginnings Elementary**

February 25 to March 22, 2020 Main Gallery

Every other year the Art Centre hosts an exhibition of works of

art created by the many talented young artists attending schools in St. Thomas and Elgin County.

This exhibition allows hundreds of students the opportunity to share their talent and accomplishments with family, friends, teachers and the entire community. It provides a wonderful venue for building self-esteem and acknowledges the importance of art and creativity within our schools.

In 2020 thirteen schools (from St. Thomas and Elgin County) and 325 students took part. The opening for the Great Beginnings Elementary School exhibition saw 672 visitors stop by to celebrate the achievements of these talented young artists!



Instructors' **Exhibition**

February 25 to March 22, 2020 Gallery Three

Children's art education is fundamental to what the Public Art Centre offers our commu-

nity. Our instructors are as idiosyncratic as the classes and workshops they teach, but there are certain basic philosophies that they all share.

They are knowledgeable, but equally excited about discovering something new with a child. They create safe, freeing environments where children can find their own unique, creative voice. They are passionate about: learning, imagination, processes and creating, and they are all eager to offer children an opportunity for transcendent fun.

This exhibitions feature works created by some of the dedicated instructors who have deloped and implemented our: weekend art classes, summer programs and P.A. day and March Break workshops.





Great Beginnings Secondary (online)

The shut-down in March, brought in person viewing to an abrupt end, but having received the secondary school art before March Break, the Art Centre was determined to share it. Throughout the months of March and April, the Art Centre presented the Great Beginnings Secondary School Exhibition to our community through social media (Instagram and Facebook) daily posts featured the work of all five participating schools with each school getting approximately one week. The response to the posts was very positive and the department heads from a couple schools did so much to help us promote the exhibition and encourage engagement from the student artists.





COVID-19

From March 17 to July 2, the Public art Centre was not open to the public. On site exhibitions for the public were put on hold and the scheduled 2020 exhibitions were re-negotiated with the artists for 2021 and beyond. We are looking forward to working with these artist in the future.





Selections: from the **Permanent** Collection

July 2 to August 8, 2020 Main Gallery

As we eased into the reopening phase, our exhibition, Selections, from the Permanent Collection highlighted some of our favourite works of art from the collection. This exhibition also utilized QR codes as a personal tour guide through the artwork on display. Not only were the visitors able to scan the labels to view more online content but were prompted with discussion starters with our extended labels. Just imagine looking at an artwork by Clark McDougal and listening to him speak about it in the virtual world.



Selections Summer Exhibition from the Collection on YouTube

Online Virtual Tour with our Program Director, Sherri Howard.



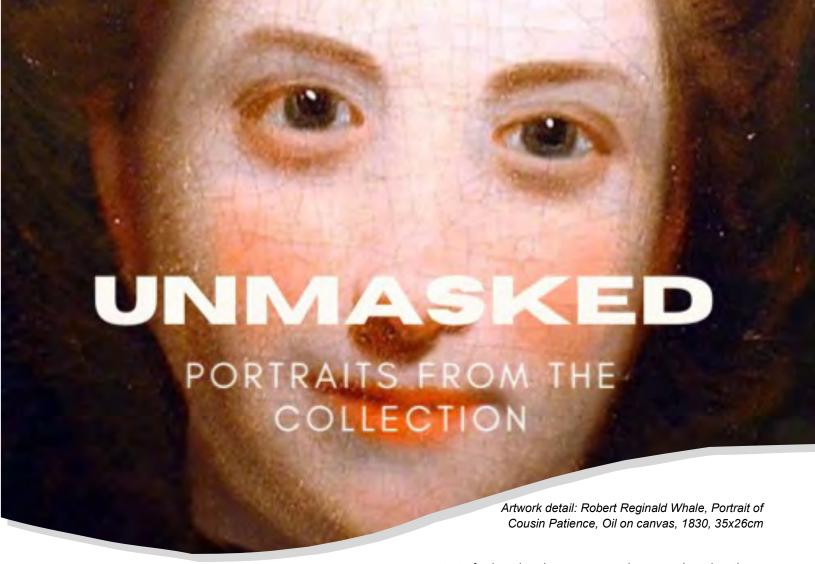
Heather Keating: Presence of Light

July 2 to August 8, 2020 Gallery Three

"My artwork is a fusion of realism and impressionism. I attempt to create paintings that show a strong sense of light, vivid colour, fluid brushwork and deep emotional content. I strive to evoke in my viewers the same emotions that compelled me to paint the subject" - Heather Keating

This exhibition gave us an opportunity to create our first virtual tour and viewing room and it can be found on YouTube STEPACdotca

Norval Morrisseau, CM, also known as Copper Thunderbird, was an Indigenous Canadian artist from the Bingwi Neyaashi Anishinaabek First Nation.



UNMASKED: Portraits from the Collection

August 15 to September 26, 2020 Main Gallery

Drawing from a collection of over 1900 works of art, *UN-MASKED: Portraits from the Public Art Centre's Collection*, features portrait works that explore how artists have chosen to portray themselves and their subjects. Created in all media, from plaster sculpture to oil painting, the works in this exhibition can inspire ourselves to see others with empathy and understanding.

As we are confronted each day with mandatory mask regulations and social distancing rules many find it difficult to connect with others. So, we think this is an opportune time to reassess the significance of self-portraiture and portrait art in relation to our current time in history.

The exhibition contains examples of self-portraits, with Dorothy Stevens', Untitled Self Portrait, c. 1940, that is rarely seen. It also includes works by Mackie Cryderman, Clark McDougall, Bob Bozak, Marion Long, Greg Curnoe, Kathleen Daly, Robert Reginald Whale, Norval Morrisseau and many more.

UNMASKED is curated by Laura Woermke, Curator and Sherri Howard, Program Director at the Public Art Centre. The exhibition will also include self directed educational

prompts to further develop your experience and exploration into the world of portraits.

To learn more please follow us on Facebook, Instagram, Twitter and YouTube



Virtual Tour and a brief history of portraits with our Program Director, Sherri Howard.

Robert Reginald Whale was born in Altarnun, Cornwall in 1805.^[1] In 1852, Whale and his family emigrated to Canada, settling near Brantford, Ontario in Burford. ^{[2][3]} Whale was a prolific painter, supporting himself and his family through the sale of his artwork—a challenging task in that time and place. ^[4] He exhibited with the Ontario Society of Artists and with the Royal Canadian Academy of Arts beginning in 1881. ^{[2][5]} Whale died in Brantford on 2 July 1887



Preservation: Caring for a Collection Recent Acquisitions November 21 to December 19, 2020

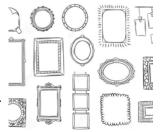
November 21 to December 19, 2020 Main Gallery

In over 50 years of its existence the St. Thomas-Elgin Public art Centre has amassed one of the most significant collections of local and regional artworks of paintings, sculptures, prints, drawings, and photographs. From the beginning with the purchase of Clark McDougall's, *Talbot Street 1964, the collection has grown to more than 2000 works today.*

During the lockdown brought on by the pandemic, the duty to protect our important collection has occurred behind the scenes. These works are vulnerable to pests, changes in temperature and exposure to light all of which demands constant vigilance. This preservation has been happening in large and small galleries and museums all around the world, in our own community and at the Public Art Centre.

Part of our commitment to preserving a community collection, *Preservation:* Caring for a Collection, Recent Acquisitions, will feature new works of art included in the permanent collection from 2019-20. The art works, all of which are donations, accentuate the continued importance of collecting and preservation, in the development of the permanent collection.

We are looking forward to seeing you again at the Public Art Centre and we encourage you to visit all our local museums and cherish every moment of the dedication of our cultural workers.



Miniature Show and Sale

November 14 to December 19, 2020 Gallery Three

A miniature show and sale provides a perfect opportunity for artists and the community! Many people don't always have the ability or space, to acquire or collect large, more expensive pieces of art from their favourite or new, favourite artist. This show and sale is a really easy, fun way to do both. Whether you're starting or adding to a collection or purchasing a one-of-a-kind gift for someone on your list this upcoming holiday season, this show has you covered.

Jean-Paul Riopelle, CC GOQ RCA was a painter and sculptor from Quebec, Canada. He had one of the longest and most important international careers of the sixteen signatories of the Refus Global, the 1948 manifesto that announced the Quebecois artistic community's refusal of clericalism and provincialism.





Tell Me Something... Selections from the Permanent Collection

Artists choose landscapes as their subjects for many reasons. Their desire to represent its understandable splendor, some artists choose to study and explore various appealing elements, like light, color, and texture and other use the landscape to tell a story, a narrative, to illustrate an idea or conceptu-

alize a metaphor. The permanent collection holds many wonderful examples of historic and realistic depictions of landscape paintings, but lets take a closer look at those who push past the traditional depictions and use text as an element.

The following artworks were selected because the artist not only depicts the idea of the landscape but uses text. Although text is all around us, on magazine covers, cereal boxes, street signs and billboards, we rarely think of it as an element of art. Yet each letter can have shape and colour and, if the words were void of meaning, would be ideal for creating abstract work. The addition of meaning adds another level of depth to using text as an element that can not be created by shape and color alone.

Marcel Bellerive (1935-2004) joined the movement of gestural abstraction, approaching painting, engraving, drawing and sculpture. The first period of his production, marked by abstraction, is followed by a figurative period, with the use of series of everyday objects of consumption. His works have been exhibited in several museums and galleries and are part of several permanent collections, including those of Loto-Québec and the Musée d'art contemporain de Montréal.



Stanley Lewis "CITY" Selections from the Permanent Collection

Stanley Lewis, sculptor, print maker, teacher and photographer passed away in Montreal on August 14th, 2006, at the Jewish General Hospital, at the age of 76. He created sculptures until a few months before his death. Mr. Lewis was regarded by many as a national treasure in the contemporary art world. During his

56 year international career he created "poetry in stone," and his prolific body of work is an enormous contribution to art and Canadian culture. As a teacher and mentor, his generosity, energetic personality and wealth of knowledge inspired several generations of artists.

Since humans first illuminated bands of rain and lightning on the inner walls of their cave homes, artists have been absorbed with illustrating our physical environment. Yet, for centuries, the environment's form in art was meant to be read either as wonder for our natural world, or as a background subject for the documentation of human stories. In the 20th century, together with rising global concerns surrounding the state of the earth's health, and our impact as humans upon it, many artists use this concern to create images that will drawn attention to the ecological issues and will as our relationship and contribution to them. Stanley Lewis was one such artists, with his simple depictions of humans and environment produced with limited colours and forms. This straightforward technique allows for the simple message to be delivered to the viewer.



Selections from the Permanent Collection

When Alan and Hilary Alderson opened Say Cheese in 1969 it was one of a kind; it was the first and only spe-

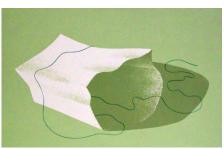
cialty cheese boutique and restaurant in London, a status it would enjoy until its closure in 1994. Originally located on Talbot St. across from the Covent Market (where the John Labatt Centre now stands), Say Cheese was one of the few businesses on the block at that time. Instead of thriving businesses, the Talbot Block had been populated by a large number of London artists who had established studios and galleries in the cheaply rented spaces. Say Cheese was situated in close proximity to The Alpha Centre, The Trajectory Gallery and the studios of many young artists, and as such, it was in the heart of London's artistic community. It follows that Say Cheese was more than just a cheese shop and a place to eat; it was also a central meeting place for local artists. From the start the Aldersons were supporters of local artists, exhibiting their work and even, at times, allowing the exchange of art for food; not for charitable reasons, but as a mutually beneficial business practice. (art.wav) These works were produced by the local artists.

Say Cheese Port- In World War II, Tingley was the official cartoonist for the Canadian Army magazine, Khaki, and a contributor for the overseas army newspaper, The Maple Leaf. After his discharge, Tingley toured the country on his motorcycle hoping to find work as a cartoonist only to have the various newspapers applied at turn him down. When Tingley reached London, Ontario, he was out of funds and had to gain a menial job at the London Free Press with a friend's help. However, Tingley's fortunes improved when an editor on that paper noticed a cartoon Tingley drew of the mayor during the municipal election. The editor was impressed enough with that work to arrange to have Tingley become the resident editorial cartoonist.

> Tingley's mascot was a worm character called Luke Worm who usually was present in each of his cartoons.

> Tingley's honours include the National Newspaper Award for editorial cartooning in 1955, National Headliner Award for Editorial Cartoon year for 1965 and induction into the Canadian Cartoonist Hall of Fame in 2015. In addition. collections of his work are stored at the University of Western Ontario, the St. Thomas-Elgin Public Art Centre and at Library and Archives Canada in Ottawa.

> After his retirement in 1986, his artistic contributions have been commemorated since 2014 in the Ting Comic And Graphic Arts Festival in London, Ontario. It is an annual three week arts festival at The TAP Centre for Creativity devoted to cartooning and sequential art which includes gallery displays of various local Canadian artists including selections of Tingley's art, as well as various activities devoted to the medium and is scheduled to conclude with the annual Free Comic Book Day event.



Isolation as Inspiration Selection from the Permanent Collection

While we are experiencing a time of social distancing or selfisolation, it is typical-

ly the destiny of the artist to work alone. The themes of loneliness, isolation and estrangement frequently arise in their artwork providing us with an opportunity to contemplate and interpret and with complete understanding. The Following selections are some examples from the permanent collection that we think perfectly express solitude, and isolation.



Merle "Ting" **Tingley Editorial Cartoons** Selections from the Permanent Collection

Merle "Ting" Tingley (1922-2017) was a Canadian Cartoonist

who was the main editorial cartoonist for the London Free Press (Ontario), from 1948 to 1986 as well as being syndicated for 60 other publications as well.

Enjoy our online exhibitions and new artists biographies, online publications, and resources, and don't forget to follow us on Instagram, Twitter and Facebook and subscribe on YouTube.

Creating experiences for people where art is discovered, encouraged, enjoyed and valued.





The Art Centre offers curriculum based tours and hands-on art activities free of charge to the schools in our community. We continue to update our programs to better reflect the Ontario Arts Curriculum, incorporating aspects of both the creative process and the critical analysis process, as well as offering students a more active,

participatory experience.

Students encounter original artworks with a tour led by our Program Director, Sherri Howard that complement and enhance classroom learning and are based on the Ontario Curriculum. They take time to look carefully, ask questions, and develop their own interpretations. Through open-ended discussion, students discover that art can possess multiple layers of meaning. Their shared endeavor - in which all voices are valued - becomes a powerful learning experience that will be memorable and meaningful.

Kindergarten to Grade 6 Students taking part in tours at these grade levels will play an active role in learning about the choices an artist makes when creating art. They will be encouraged to generate questions, ideas and opinions about the exhibitions and the importance of art in expressing ideas and feelings. Special attention will be given to

The Art Centre offers curricu- the use of the elements and principles of art both in the lum based tours and hands-on work of professional artists and the work that they create. art activities **free of charge** to In the hands-on section students will create work, approprithe schools in our community. ate to each grade level, that emphasizes both the elements We continue to update our pro- and principles of art.

Grade 7 & 8 Tours at the grade 7/8 level place a strong emphasis on the use of the elements and principles of art and recognizing how an artist has used these to create a successful composition. Using this information students will complete an art critique based on the exhibition. In the hands-on section students will look at examples from, and create art inspired by an artist from the Art Centre's permanent collection.

Tours are approximately 1½ to 2 hours in length (depending on grade level) and the Art Centre can accommodate 50-55 students/tour.





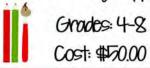
ELEMENTARY EXPRESSIONS

February 1 to March 14, 2020 Saturdays 9:00 - 10:30 Instructor: Katelyn Tippin



This series of classes is great for the young budding artist. It builds on existing skills and challenges students to explore new media, techniques and approaches to art.





For the student who loves to draw and paint this series of classes offers the opportunity to explore both in more depth and really begin to hone their skills.



Our PA Day Workshops are an enjoyable, creative way to spend the day, offering students a variety of art and craft projects presented in a fun, energetic setting. Certified Financial Planner Investment Advisor

Canadian Personal Property Appraiser (CPPA)

March 1, 2020 1:00 - 2:30 pm admission is free. everyone is welcome.

y of us have personal art collections that we as-

Many of us have personal art collections that we assemble over a lifetime and whether your collection has been decades in the making or consists of one or two pieces, these works bring exquisiteness, inspiration and character to our daily lives. Additionally, art can be a worthwhile and significant investment.

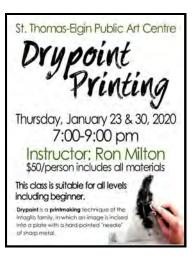
During this time of year when many of us are thinking about: finances, investments and taxes, the Public Art Centre would like to offer some insights and clarification about: the implications of owning art, the benefits of art donations, collecting, appraising and bequeathing art. Join Ellen Luft, of Hollis Wealth and Moira McKee of Excavo Art Appraisal and Consultancy for a dynamic discussion followed by a question and answer period...there will be refreshments too.



For the past couple years Central Community Health Centre has run their Winter Blues program here at the Art Centre. Their organization no longer had the staff or funding for the program so the Art Centre has agreed to take on this program so that it can continue being

offered in our community. Winter Blues is offered as a preventative program designed to encourage people to get out and socialize during the winter months, to beat the winter blues.





Adult classes at the Public Art Centre vary in theme throughout the year. These class are suitable for all skill levels including beginner. These classes and workshops also offer a unique, creative environment to learn, socialize and share with others.









The You Tube Crew

At the Public Art Centre we love to have our classroom studio filled with students, creating art and using their imagination and talents. This year we are so grateful to this small, but mighty group, who spent hours with, up in the studio allowing their talents, creativity and hands to star in the education content we were able to share on YouTube.

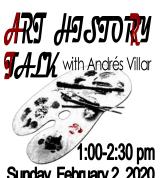
Art is something to share. It builds connections to friends, family & community





Free admission. Refreshments. Everyone welcome.

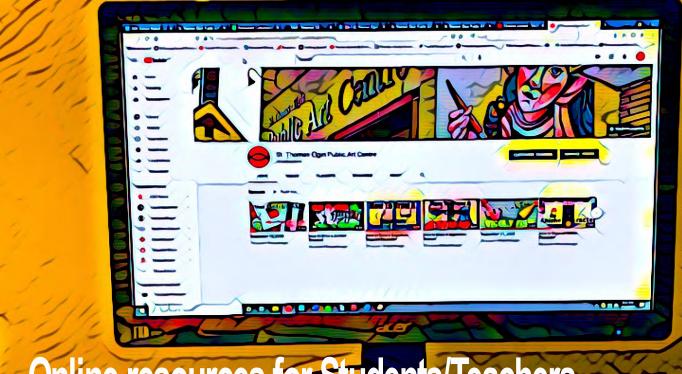
Participants in our Family Day Open House enjoyed an exhibition based scavenger hunt, hands-on activities focused on the elements and principle of art, Bingo games and of course snacks! This type of free community event yields so many benefits for the Public Art Centre. For some it's the first time they are visiting us, for others it is an annual event their families look forward to each year. One thing is clear, this is a big target audience for what we do at the Public Art Centre and the return on this kind of investment is huge!



Sunday, February 2, 2020

Over the past several years artist and art educator Andrés Villar has presented a wide range of art topics and discussions to the public through the Art History Talks presented by the Public Art Centre. In 2020 the focus of the talk turned to the artists featured and Refreshments. Everyone welcome. the almost 80 works that comprise, Current - Con-

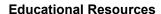
temporary Selections from the Permanent Collection. This exhibition and the talk were the concluding event that wrapped up the 50th Anniversary celebration at the Public Art Centre. These talks were offered free of charge to the public and drew a large crowd, from all sectors of our community and the surrounding area.



idents/Teachers

Now more than ever, art can help lift our spirits and support

our well-being. Stay connected with the Public Art Centre at home with our online activities, exhibitions and explore your local artists.





Looking at art with all 5 senses

Art has the ability to engage all of your senses just by looking at it. This is a technique the St. Thomas-Elgin Public Art Cen-

tre using when giving tours to a younger

audience, but it's fun for anyone to try!



Clark McDougall "The Relentless Pursuit"

Take some time and explore the artworks of Clark McDougall. Narrated by Clark McDougall.



Art Activities

Paper Crafts Part 1 Flower Bouquet Folding, cutting, gluing or a combination of

all three, paper crafts are a fun way to get creative!



Paper Crafts Part 2 Wiggly Fish

Paper crafts are fun to make and a great way to be creative! Follow along with the video then decorate your fish and make

the design your own.



How to Draw A Portrait

In this video we will be breaking down how to draw a portrait step-by-step, with

Julianne, Clover, and Billie. We have referenced a portrait of Lila Knowles done by

Farguhar McGillvary



acter How to Draw an Anime Character In this video, Billie and Julianne will be

drawing their own unique anime characters based off the works of Clark McDougall and his painting of George Thorman.



How to Draw A Superhero - Batman

In this video, Billie and Julianne will be drawing Batman. The reference they used to draw the superhero in this video is a self portrait by Harry Wilkinson.



How to Draw a Superhero Inspired Character

In this video, Billie and Julianne's artwork is directly inspired by the piece "80 years" by the artist Marion Long. They



heroic take on the piece, and have a design it into their own character! **How to Draw a Zombie Creation**

In this SPOOKY video, Billie and Julianne will be creating a zombie masterpiece by referencing the artworks St.

Mark's Church by Carolyn Curtis and Nostalgia by Stanley

We would like to acknowledge the support of the Emergency Community Support Fund within Elgin-St. Thomas Community Foundation supported by the Government of Canada. A very big THANK YOU to our members, donors and sponsors who know the value in art education and support everyday!

Art Activities



Mini sketchtook Make A Mini Sketchbook

This how to gives you the step-by-step for making a mini sketch book. It also has ideas for turning your mini sketch book

into an Instagram album and two sizes of mini notebooks. These mini books make great gifts during the holidays or anytime of year! Fun to give. Fun to get. Fun to make.

Downloads



Clark McDougall Colouring pages...

Clark McDougall (1921-1980) was a St. Thomas, Ontario artist whose work reached critical acclaim before his untimely death in 1980. Survey exhibitions

of this artist from St. Thomas were presented at the McIntosh Gallery, the University of Western Ontario in 2011, the St. Thomas-Elgin Public Art Centre and at The Elgin County Museum, St. Thomas. Clark McDougall's paintings are highly regional in content with a strong emphasis in recording rural landscapes and the world around him. Clark McDougall's works are in numerous public collections in Canada. The St. Thomas-Elgin Public Art Centre has the largest collection of Clark's artwork. We care for over 430 drawings and paintings by Clark McDougall. In 2017, we featured many unseen works from the generous donation from the McDougall Group, in the exhibition, "the Relentless Pursuit...". The following colouring sheets were produced as a colouring book to raise funds to care for the works in the permanent collection.

Online Publications

The Public Art Centre has made a number of publications available online.



enduring women veils of secrecy

Gerald Pedros / Sylvia Curtis Norcross Exhibition: 2005

Director's Statement Public art galleries have a responsibility to present exhibitions that delight and inspire the viewer,

and exhibitions that challenge the viewer to disrupt their comfort, to question and re-evaluate their assumptions. Some exhibitions can be appreciated on a purely visual level, where others force a sense of self awareness or community consciousness. Enduring Women: Veils of Secrecy is an example of the latter. Violence against anyone, whether it be a woman, man or child, is a troubling thought. What is worse is the reality of the statistics.



Walter Redinger Apparition 2007 CASO St. Thomas, ON

Foreword

Walter Redinger is in a place that seems ever so slightly beyond a normal existence. He lives in a place that is abundantly spir-

itual yet grounded in earthly affects.



Foundations: Celebrating 50 Years!

Visual art is a part of the fabric of communities and drives conversations that shape our values. The role of an artwork reaches far beyond an individual piece—it creates a platform for reflection and innovation.

We believe that art is an essential part of public life, and we share it with passion and purpose. We work to interpret, present, and preserve the artworks in our care and develop programs to help the public connect with the art and its makers. We invite you to explore the people and artwork that inspire our 50th anniversary publication.

Gift Shop Store (Online)

The Public Art Centre Store is a local treasure. Re branded as "The Last Stop", in July, the gift shop is home to many local artists, authors and artisans. The Last Stop, has a wide–ranging, uniquely Canadian selection of contemporary art books, posters, jewellery and designer giftware, including a broad range of Groups of Seven merchandise, making it a truly satisfying shopping experience. All proceeds from shop sales support the programs of the Public Art Centre.

Provided online and supporting The Last Stop Gift Shop, over 40 local artist biographies are available for more information to the visitor.

Artist Profiles Online

Our role at the Public Art Centre is to promote the appreciation of the visual arts and support the practice of artists in St. Thomas and Elgin County. We have compiled a list of over 40 of our local and regional artists that contributed and defined our visual heritage. These biographies are available online.



Catherine Craig

Located in Elgin County's northeast is the small, scenic town of Belmont, home to Catherine Craig's rustic working studio filled with her original clay artwork, sketches and sculptures. A professional visual artist with more than 40 years experience, she values community empowerment and storytelling - the hallmarks of her work. Catherine is a part-

ner in the Art Gallery of Lambeth and has exhibited in many galleries across Southern Ontario in both group and solo exhibitions. A graduate of the University of Windsor's Bachelor of Fine Arts program, she has also offered private lessons to aspiring Arts, Entertainment and Recreation for more than 30 years. Catherine's work transcends craft and hobby; it is a lifetime commitment fueled by passion and dedication.



Pat Curtis a long standing member of the Port Stanley Artist Guild and Portside Gallery. She known for her wide ranging styles and mediums. Her jewellery pieces mimic playfulness with her use of natural materials.

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In Studio - A partnership with Secondary Schools If you're looking for some creative inspiration, check -out what's been going on

-out what's been going on in high school art studios across St. Thomas-Elgin!

@ceci_visual_art Central Elgin Colligate Institute @eastelginart East Elgin Secondary School @pciart @pciartshsm Parkside Colligate Institure @sjhs_arts St. Joseph Highschool







#INSIDELOOKINGIN

"Over the first emergency lockdown, it's been interesting to get glimpses into so many peoples homes. And, because we've spent way more days inside then out lately, I've realized how much I love and take comfort in being surrounded by art. This is my view for listening to music, podcasts, conversation and cocktails.

Ron Milton, Resurrection (an Art Auction "win") Laura Woermke, Donut Face (an absolute favourite of mine that garners very strong reactions from others, especially dads) Lila Knowles, untitled (a sweet little still life and a hard fought Silent Auction "win")

Evelyn Knight, untitled (painted during a life drawing class in the Art Centre's studio)

All of these are directly connected to the St. Thomas-Elgin Public Art Centre and each is part of the vibrant local art scene that has existed in St. Thomas for decades.

I look forward to it's return, but until then..." Sherri Howard #insidelookingin @stepartcentre #artmatters #communityartcentre #shareyourview

Violence Against Women Services Elgin

In April, a donation of art supplies was made to the local

Women's Shelter. The sketchbooks, pencils, sharpeners and markers had been purchased for the March Break lessons that didn't take place. In hearing and reading about the additional struggles some women and children are facing during this time, it seemed appropriate to reach out and help in this small way. The Art Centre was then asked to put together a few lessons/activities for the children (ages 2-





preteen) to take part in. Four lessons were developed and we were excited to get them to the shelter. The Art Centre has always taken such pride in offering free art activities to children in our community and we are glad to continue to fulfil this need.



Inn Our of the Cold

During March and April the St. Thomas-Elgin Public Art Centre provided single person activities to the Inn Out of the Cold drop in center located on Talbot Street. The activities included activity

sheets and colouring pages based on the permanent collection.

Augmented Reality The Public Art Centre is please to support the Elgin County Museum "Augmented Reality" project. This project is funded by the Estate of Donna Vera Evans Bushell. This contribution will transform how the Museum connects with the community and presents local history and culture to visitors. The Museum will support the introduction of a new augmented reality app for St. Thomas and Port Stanley, add murals and historical signs along cycling trails across Elgin County,



ART TREE & TRAILS

The St. Thomas-Elgin Public Art Centre is pleased to announce that we will be coordinating the new "Art, Trees & Trails" project, a communitywide collaboration with partners including the Kettle Creek Conservation Authority, Catfish Creek Conservation Authority, and St. Thomas Elevated

Park. This project will bring historic and contemporary artwork from the Art Centre permanent collection to our beautiful local trails and Elevated Park through the installation of attractive signs that feature high quality reproductions of many of our landmark paintings. The "Art, Trees & Trails" ing) and artists (sharing their individual artistic techniques project has been generously funded with \$115,000 by the in workshops and classes). Estate of Donna Vera Evans Bushell.

Art has an incredible ability to unify. Supporting the mission • of the Public Art Centre, especially "encouraging the appreciation for and supporting the practice of the visual arts in St. Thomas and Elgin County", the "Art, Trees & Trails" project will allow us to engage with the community outside the walls of the Public Art Centre, promote art education, and add to our visual environment in places where community members and visitors explore nature. Signs will be installed along the trails at Springwater Forest, Dalewood Conservation Area, and St. Thomas Elevated Park. In each case, the artwork selected will correspond to the precise physical location.

The following are a few examples:



Artist: Clark McDougall, Above the Lookout Reservoir, 1958, Oil on panel



Artist: Clark McDougall, Kettle Creek Valley, North Yarmouth, 1958, Oil on panel



Artist: Clark McDougall, Dan Patterson's Landing, 1963, Oil on panel



Artist: Clark McDougall, Portrait of George Thorman, 1953, Oil on panel



Artist: Clark McDougall, St. James Church, 1974, Serigraph



VOLUNTEERS 2020

Volunteers are the most important resource St. Thomas-Elgin Public Art Centre has. The ability of people to work willingly together for the betterment of their community and themselves is a valuable resource.

The image of the volunteer has changed over time. Now volunteers come from all walks of life. Our volunteers range from students participating in free public programming, retired teachers (greeters for special events and reception), educators (researching and archiv-

- Family Day
- 2020 Arts Crawl
- Art as Investment Talk
- Whisky Bar & Art Lounge
- Pa Day
- March Break
- Reception
- Sealed Bid Auction
- Membership Committee
- **Acquisition Committee**

39 Individuals

362 Hours volunteered



Suzanne Baehr Elizabeth Bourque Laura Hayho Neil Hubert Deb Bagshaw **Gerald Pedros** Sarah Abbott Jim Coburn Matthew Coburn Dang Ho **Board of Directors**









The Arts Crawl is a FREE winter event celebrating local arts and culture. Set in various venues throughout St. Thomas Ontario, participants are given a passport to guide them to the sites and help them explore.

The Arts Crawl focus in the main gallery space in 2020 was art education. The biennial **Great Beginnings Elementary School Exhibition** opened Saturday, February 29th and featured the artwork of 100's of talented young artist attending schools in St. Thomas-Elgin.

Gallery III featured **#arteducationmatters**, an exhibition comprised of work created by past and present children's art instructors.

On the Friday night of the Arts Crawl, the Public Art Centre's studio was converted into a whisky bar and art lounge feature the exhibition $\partial \mathbf{d'v\bar{i}s}$ by artist Laura Woermke. The event also featured live local music throughout the evening and yes, a whiskey bar.



Visit us on YouTube for the highlights of this great event!

Throughout the months of July, August and September, the Public Art Centre hosted an Art Sale in Gallery Three, in our ongoing efforts to raise funds while at the same time supporting the practice of and encouraging an appreciation for the visual arts. Thank you to the people who have donated artworks for the purpose of raising operational

funds for the Public Art Centre and to the many patrons who purchased artworks, old and new through the Art Sale

The first ever Sealed Bid Art Auction presented a wonderful opportunity for viewers to enjoy an impressive exhibition, add to their personal art collections and raise money for the Public Art Centre. This year's auction did not feature an in-person "event" but the combination of in-person and on-line bids resulted in a very successful fund-raiser.







Our collecting activity for 2020 was focused on increasing the number of works in the collection by local female artists, exhibiting artists and artists representing French Canadians. We are please to announce the recent inclusion of Heather Keating (St. Thomas, Robin Baratta (Belmont) and Donna Andreychuk (Delaware). Other gifts to the Public Art Centre's collection, three miniature works by local artist Clark McDougall.

Jeanine Leroux-Guillaume (1927-2018) Poèmes Etching and intaglio prints 38,0 cm x 28,0 cm 1987

Jeanine Leroux-Guillaume (1927-2018) Les brûlis Art book 8 original woodcut prints 29,0 cm x19,5 cm 1983

Jeanine Leroux-Guillaume (1927-2018) Rouge de Nuit Woodcut 37x46cm 1965

Jeanine Leroux-Guillaume (1927-2018) Les Liens De L'Adversite Etching-Aquatint Etching 45.5x61cm

1984

Jeanine Leroux-Guillaume (1927-2018) Boise De Sanguine Woodcut 46x31cm 1966

ALBERT DUMOUCHEL (1916 – 1971) Route Au Tyrol Etching 48.5x30cm 1960 ALBERT DUMOUCHEL (1916 – 1971) Africa Terre

Vent Aavril Woodcut 49x32.5cm 1990

MARCEL BELLERIVE R.C.A. - (1934-2004) Barbe Rousse

Serigraph 51x66cm 1979

MARCEL BELLERIVE R.C.A. - (1934-2004)

Barbe Grise Serigraph 51x66cm 1979

MARCEL BELLERIVE R.C.A. - (1934-2004)

Cosmos I Serigraph 29,0 x 15,5 1975

MARCEL BELLERIVE R.C.A. - (1934-2004) Cosmos II

Serigraph 29,0 x 15,5 1975

MARCEL BELLERIVE R.C.A. - (1934-2004) Pins du Québec

38

Serigraph 19,0 x 14,5 1972 MARCEL BELLERIVE R.C.A. - (1934-2004)

Cosmos-forme Serigraph 19,5 x 28,0 1975

MARCEL BELLERIVE R.C.A. - (1934-2004)

Étagements Serigraph 33,5 x 25,5 2001

MARCEL BELLERIVE R.C.A. - (1934-2004)

Vermillon Serigraph 35,5 x 20,0 1990

MARCEL BELLERIVE R.C.A. - (1934-2004)

Termitière Serigraph 39,0 x 18,0 1988

MARCEL BELLERIVE R.C.A. - (1934-2004)

Gris fer Serigraph 39,0 x 17,5 1988

MARCEL BELLERIVE R.C.A. - (1934-2004)

Fenêtres lumineuses

Serigraph 39,0 x 17,5 1983 MARCEL BELLERIVE R.C.A. - (1934-2004) Volets rouges Serigraph 40,5 x 14,5 1983

MARCEL BELLERIVE R.C.A. - (1934-2004) Au fil du bois Serigraph 41,0 x 14,5 1977

MARCEL BELLERIVE R.C.A. - (1934-2004) Pins du Québec Serigraph 33,0 x 51,5 1987

MARCEL BELLERIVE R.C.A. - (1934-2004) Applicage Serigraph 57,0 x 38,0 1977

MARCEL BELLERIVE R.C.A. - (1934-2004) Sous-terre Serigraph 51,0 x 35,6 1989

MARCEL BELLERIVE R.C.A. - (1934-2004) Sac et ficelle Serigraph 51,0 x 40,5 1975

MARCEL BELLERIVE R.C.A. - (1934-2004) Multiples fenêtres Serigraph

Multiples fenet Serigraph 50,5 x 67,0 1990

MARCEL BELLERIVE R.C.A. - (1934-2004) Mirage Serigraph 70,0 x 50,0 1990

MARCEL BELLERIVE R.C.A. - (1934-2004) D'un écran à l'autre Serigraph 35,0 x 49,0 1979 Louis-Pierre BOUGIE(1946-) Composition Etching 107x71cm 1989

Louis-Pierre BOUGIE(1946-)
Art book: Le prince sans rire, containing 13 original etchings
13 original etchings
10/30
59,0 cmx3,0 cm
1983

Jean-Paul RIOPELLE (1923-2002) R.C.A. La Haie Lithograph 41,0 cm x 81,0 cm 1967

Jean-Paul RIOPELLE (1923-2002) R.C.A. L'affût Lithograph 73,0 x 85,0cm 1967

Jean-Paul RIOPELLE (1923-2002) R.C.A. FEUILLE I Lithograph 90,0 x 62,5cm 1967

Jean-Paul RIOPELLE (1923-2002) R.C.A. FEUILLE II Lithograph 75,0 X 105,0 cm 1967

Jean-Paul RIOPELLE (1923-2002) R.C.A. FEUILLE IV Lithograph 75,0 X 105,0 cm 1967

MARC-AURÈLE DE FOY SUZOR-CÔTÉ (1869-1937) R.C.A. Bacchante Plaster sculpture 24,0 cm x 32,0 cm x 25,0 cm 1924

MARC-AURÈLE DE FOY SUZOR-CÔTÉ (1869-1937) R.C.A. L'INDIENNE Plaster sculpture 41,0 cm X 26,0 cm X 24,0 cm 1924

CHARLES DAUDELIN (1920-2001) R.C.A. L'envol Lithograph 19/20 63,5 cmx91,0 cm

1977

CHARLES DAUDELIN (1920-2001) R.C.A. Migration Lithograph ÉÉ 2/4 43,5 cm x 70,0 cm 1975

CHARLES DAUDELIN (1920-2001) R.C.A. La cité Lithograph É.A. 4/4 45,5 cm x 63,5 cm 1977

DONNA ANDREYCHUK Northern Lake Oil on canvas 36"x30" 2012

DONNA ANDREYCHUK Bay of Fundy Oil on canvas 16"x16" 2007

ROBIN BARATTA Chester's Lament Glazed Acrylic on board 24"x24" 2019

L'ACROBATE Bronze H: 40,0 cmx L: 36,0 cm x P: 17,5 cm 2000

JACQUES HUET (1932-2009)

CLARK MCDOUGALL (1921-1980) Reservoir Behind #34 Oil on board 5"x6" 1953-55

CLARK MCDOUGALL (1921-1980) Old St. Thomas Church Oil on board 5"x6" 1953-55

CLARK MCDOUGALL (1921-1980) Catfish Creek, Sparta Oil on board 5"x6" 1953-55

NORVAL MORRISSEAU (1932-2007) Fish Clan Acrylic on canvas 33"x47" 1976



Jane Atkinson - White

Clifford Barwick

Emily & Scott Bate

Lynda Baughman

Helga Bear

Phillip Bell

Peter Bloch-Hansen

Elizabeth Bourque

Helen Bukor

Amanda Caldwell-Wraith

Mary Carnahan

Pat Clinton

Patti Chochrill

David Dale

Carol Ewaskiw

Don Ferguson

Robin Lynn Fleming

Sue Fortin - Smith

Lisa Gerrard

Anne Gilbert

Beth Green

Cornelia Greger

Robin Grindley

Mary Gullis

Ali Harris

.

Dang Ho

Joseph Hubbard

Neil Hubert

Matt & Miranda Hughson

Marion E. Hummel

Debra Jackson Jones

Dennis Kalichuk

Janet Kennedy

Brooke Kewley

Patrick Landsley

Kathy Lyle

Diane Marcou

Brian Masschaele

Kathleen O'Dea

Margaret Patterson

Alice Price-Vermeulen

Elizabeth Raven

Jan Row

Brenda Sheridan

Shirley Shore

Amy Sloan

Margie Snowsell

Anna Tanguay

Josepha van den Anker

Harry Wilkinson

FAMILY

Ardythe & Fred Anderson

Janet Brody

Diane Dobson

Jane & James Hughes

Tom & Colleen Hughes

Jim &Rita Herbert

Heather Jackson

Donald Leitch

Michael & Dana Lindsay

Kathy & Dan McNeil

Minerva Art Gallery

Joanne Rowles

Wendy Saby & Dennis Siren

John & Lois Smith

Andrés & Catherine Villar

CONTRIBUTING

Janet & Philip Ballantyne

Betty Burrell - Beaudry

Bob Bozak & Sara Steers

Jenny Couse

Joan & Darrell Dennis

Dawn Doty

Lauree Dunlop

Joyce M. Ferguson

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St. Thomas Art Guild

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Estate / Bequests

Barbara Anne Bridge Estate

Permanent Collection

Robin Baratta François Beauchamp Carlo Carreira Michael Crane The Crocker Family François Constantin Guy Gagnon Huguette Leblanc Gagnon Steve Henderson Lynn Hoy Gerald Pedros Steve Peters Jan Row Josepha van den Anker Andrew Wilkie

Gifts in-kind

Cheryl Barr Beamish Landscape Services Blyth Festival Chris Cherry Clovermead Michael Crane Pat Clinton Downtown Development Board East Park Golf Gardens

Robin Grindley Chad and Rebecca Hamilton Nancy Hansen Sine Herold Wil Herold John and Nancy Hufhuis Mr. and Mrs. James Hughes Dawn Jetten Lynn Hoy Heather Keating Martha Khan Ellen Laing Al Magrath Gerry Martin Candy McManiman Kevin and Susan Morrel Toni Paxton Port Stanley Festival Theatre Shaw Festival Theatre Sikorski Sausage Company Kristy Sinden Amy Sloan Shawn Southern St. Thomas Golf and Country Club Janet Taylor The Bistro The Estate of Ron Payson Jens Thielsen TIFF Bell Lightbox Aidan Urguhart Josepha van den Anker Wendy's Restaurant

Flying Squirrel London

Grants

Estate of Donna Vera Bushell within Elgin-St. Thomas Community

Foundation - New Technologies Estate of Donna Vera Bushell within Elgin-St. Thomas Community Foundation - Art Trees and Trails South West Ontario Safe Open Emergency Support Fund for Cultural, Heritage and Sport Organizations

Emergency Community Support Fund within Elgin-St. Thomas Community Foundation supported by the Government of Canada. Project: Access to art education.

Howard and Alice Williams Fund-2020 Grant Doug Tarry Homes #projectgiveback

In Memory of Lois Farley

Janet and Philip Ballantyne Dr. Rob and Tammy Black **David Douglas** Jack and Louise Ferriman Alexander & Michelle Fetterly Helen Green Irish Benevolent Society of London Area Kathy Hagerman Bob and Mary-Anne Heath Sine Herold Sharon Little **David Locke** Locke Insurance Ellen Luft Mary Helen Raynham

Shirley Shore

In Memory of Margaret Ferguson

Marilynn Andrews
Sandra and Gene DiMeo
Bob and Mary-Anne Heath
Ineslee Farms LTD.
Donald Kentner
Sharon Little

In Memory of Bill Kish Laura Johnson

IN REMEMBRANCE



"Our (not so brief) History" by Lois Farley

First picture: St. Thomas Times Journal May 3, 1969 Members of the executive of the Art Foundation for St. Thomas and Elgin County are, standing, left to right, E.F.S. Sanders, Q.C., legal advisor; George F. Copeland, vice-president; Donald H. Anderson, president; Mrs. R.O. Farley; W.F.M. Haight; Mrs. W. Scott McKay; seated, Mrs. David T. Little, secretary; and Mrs. George E. Thorman.

Second picture: St. Thomas Times Journal June 22, 1971 First Annual Meeting - The women's committee of the Art Gallery of St. Thomas-Elgin held at the St. Thomas Golf and Country Club. Left to right are Mrs. R.O. Farley, who was hostess for a reception at her home prior to the meeting, and who is education chairman; Mrs. Jack Roberts, retiring president; London artist Mr. Greg Curnoe; and Mrs. J.D. McDonald, president-elect."

"Interest in the founding of a local gallery first developed in the fall of 1968, when the National Gallery of Canada sent requests across Canada for financial assistance to help them in renovating and extending their premises in Ottawa. When one such request was received by the University Women's Club of St. Thomas, a creative arts committee was created. After considering the request of the National Gallery of Canada, Lois Farley informed the University Women's Club at their next meeting that Elgin County needed its own Art Gallery. Within only a month of first considering the idea, she had convinced not only the University Women's Club, the Creative Arts Committee, personal friends and neighbours, but also the "Green Spot Ladies" as they were fondly called: Bert McKay and Margaret Thorman. Knowing that these two women were not only interested in art, but also tenacious, Mrs. Farley enlisted their support in a fund-raising project." - taken from

So many exceptional people have contributed to the success of the Public Art Centre over the past 50 plus years. But, Lois Farley's initial vision, single-minded determination and ability to confidently inspire and motivate people are at the foundation of all that has been achieved.

Thank you for making even the most challenging situations seem possible, enjoyable and very worthwhile.

REPORTS OF COUNCIL AND STAFF

March 23, 2021

Staff Reports - ATTACHED

Director of Homes and Seniors Services – Homes – Notice and Extension of Service
Accountability Agreement(s) SAA Extending Letters

Director of Homes and Seniors Services – Homes – Housekeeping & Laundry Policy Manual Review and Revisions

Senior Financial Analyst – Council and Outside Boards Remuneration and Expenses

Director of Community and Cultural Services – Audio / Video Surveillance Policy Adoption

Director of Engineering Services – Transportation Master Plan – Study Award

Director of Engineering Services – Administration Building and Elgin Manor Roof Replacement Project - Tender No. 2021-T07 Tender Award

Director of Engineering Services – Cold In-Place Asphalt Recycling (Tender No. 2021-T09) and Culvert Rehabilitations (Tender No. 2021 T10) Tender Awards

County Solicitor – Telecommunication Equipment Consent And Road User Agreement

Chief Administrative Officer – Official Plan 5-Year Review Engagement Strategy



REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and

Seniors Services

DATE: March 5, 2021

SUBJECT: Homes – Notice and Extension of Service Accountability Agreement(s) SAA Extending Letters

RECOMMENDATIONS:

THAT the report titled: "Homes –Notice and Extension of Service Accountability Agreement(s) SAA Extending Letters" dated March 5, 2021 be received and filed; and,

THAT Council authorize the Warden and Chief Administrative Officer to sign the Notice and Extension of Service Accountability Agreement(s) SAA Extending Letters.

INTRODUCTION:

It is a requirement under the Local Health System Integration Act, 2006 (LHSIA) that the South West Local Health Integration Network (SWLHIN) enters into a service accountability agreement (SAA) with each health service provider (HSP) which it funds.

DISCUSSION:

Corporation of the County of Elgin has a Multi-Sector Service Agreement (M-SAA) for Bobier Villa and Terrace Lodge; and, a Long-Term Care Service Accountability Agreement (L-SAA) for Bobier Villa, Elgin Manor and Terrace Lodge.

On March 3, 2021, the SWLHIN provided notice, in accordance with section 14.11 of the SAA, to amend the schedules in effect on March 31, 2021 to remain in effect until March 31, 2022, or until such other time as may be agreed to in writing by the LHIN and the HSP. All other terms and conditions of the SAA remain in full force and effect.

FINANCIAL IMPLICATIONS:

As per Section 4.2 of the SAA, the LHIN cannot provide any funds to the HSP until the Agreement is fully executed. The signed SAA letters are required to be sent to the

LHIN no later than end of day March 26, 2021 to ensure that it is in effect for April 1, 2021 in support of continued funding.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin			
 ☑ Ensuring alignment of current programs and services with community need. ☐ Exploring different ways of addressing community need. ☐ Engaging with our community and other stakeholders. 	 □ Planning for and facilitating commercial, industrial, residential, and agricultural growth. ☑ Fostering a healthy environment. ☑ Enhancing quality of place. 	 □ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. □ Delivering mandated programs and services efficiently and effectively. 			
LOCAL MUNICIPAL PARTN	ER IMPACT:				
None					
ALIGNMENT WITH STRATEGIC PRIORITIES:					
None					
CONCLUSION:					
The "Notice and Extension of Service Accountability Agreement(s) SAA - Extending Letter(s)" are attached for your reference and outlines the terms and conditions in the SAA as amended.					
All of which is Respectfully So	All of which is Respectfully Submitted Approved for Submission				
lichele Harris Julie Gonyou irector of Homes and Seniors Services Chief Administrative Officer					

South West LHIN | RLISS du Sud-Ouest

March 1, 2021

Julie Gonyou Chief Administrative Officer Bobier Villa 29491 Pioneer Line Dutton, ON N0L 1J0 cao@elgin.ca

DELIVERED ELECTRONICALLY

Dear Ms. Gonyou:

Re: LHSIA s. 20 Notice and Extension of Long-Term Care Home Service Accountability Agreement(s) ("Extending Letter")

The Local Health System Integration Act, 2006 ("LHSIA") requires the South West Local Health Integration Network (the "LHIN") to notify a health service provider when the LHIN proposes to enter into, or amend, a service accountability agreement with that health service provider.

The LHIN hereby gives notice and advises Bobier Villa (the "HSP") of the LHIN's proposal to amend each and every long-term care home service accountability agreement (as described in the LHSIA) currently in effect between the LHIN and the HSP (each a "SAA").

Subject to the HSP's acceptance of this Extending Letter, the SAA will be amended with effect on March 31, 2021. All other terms and conditions of the SAA remain in full force and effect.

In accordance with section 15.12 of the SAA, the terms and conditions in the SAA are amended such that the Schedules in effect on March 31, 2021 shall remain in effect until March 31, 2022, or until such other time as may be agreed to in writing by the LHIN and the HSP.

Unless otherwise defined in this letter, all capitalized terms used in this letter have the meanings set out in the SAA.

Please indicate the HSP's acceptance and agreement to the amendment of the SAA as described in this Extending Letter by signing below and returning one scanned copy of this letter by e-mail no later than the end of business day on March 26, 2021 to: Jolene Sankey at swlhinreporting@lhins.on.ca.

The HSP and the LHIN agree that the Extending Letter may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. The electronic signature of a party may be evidenced by one of the following means and transmission of the Extending Letter may be as follows:

1) a manual signature of an authorized signing representative placed in the respective signature line of the Extending Letter and the Extending Letter delivered by facsimile transmission to the other party;



- a manual signature of an authorized signing representative placed in the respective signature line of the Extending Letter and the Extending Letter scanned as a pdf and delivered by email to the other party;
- 3) a digital signature, including the name of the authorized signing representative typed in the respective signature line of the Extending Letter, an image of a manual signature or an Adobe signature of an authorized signing representative, or any other digital signature of an authorized signing representative with the other party's prior written consent, placed in the respective signature line of the Extending Letter and the Extending Letter delivered by email to the other party; or
- 4) any other means with the other party's prior written consent.

Should you have any questions regarding the information provided in this Extending Letter, please contact Sandra Smith, Director, Performance and Evaluation at sandra.smith@lhins.on.ca.

Sincerely,

lviark B. vvaiton

Regional Lead (Interim), West Region, Ontario Health, and Chief Executive Officer Erie St. Clair, South West, Hamilton Niagara Haldimand Brant and Waterloo Wellington LHINs

- c. Tom Marks, Warden, Bobier Villa
- c. Mark Brintnell, Vice President, Quality, Performance and Evaluation, Ontario Health (West)
- c. Sandra Smith, Director, Performance and Evaluation, Ontario Health (West)

Signature page follows

AGREED TO AND ACCEPTED BY

The Corporation of the County of Elgin - Bobier Ville	а	
Ву:		
Julio Convou Chief Administrative Officer	Date:	mm/dd/www
Julie Gonyou, Chief Administrative Officer I have authority to bind the health service provider.		mm/dd/yyyy
And By:		
	Date:	
Tom Marks, Warden I have authority to bind the health service provider.		mm/dd/yyyy

South West LHIN | RLISS du Sud-Ouest

March 1, 2021

Julie Gonyou Chief Administrative Officer Elgin Manor 39262 Fingal Line St. Thomas ON, N5P 3S5 cao@elgin.ca

DELIVERED ELECTRONICALLY

Dear Ms. Gonyou:

Re: LHSIA s. 20 Notice and Extension of Long-Term Care Home Service Accountability Agreement(s) ("Extending Letter")

The Local Health System Integration Act, 2006 ("LHSIA") requires the South West Local Health Integration Network (the "LHIN") to notify a health service provider when the LHIN proposes to enter into, or amend, a service accountability agreement with that health service provider.

The LHIN hereby gives notice and advises Elgin Manor (the "HSP") of the LHIN's proposal to amend each and every long-term care home service accountability agreement (as described in the LHSIA) currently in effect between the LHIN and the HSP (each a "SAA").

Subject to the HSP's acceptance of this Extending Letter, the SAA will be amended with effect on March 31, 2021. All other terms and conditions of the SAA remain in full force and effect.

In accordance with section 15.12 of the SAA, the terms and conditions in the SAA are amended such that the Schedules in effect on March 31, 2021 shall remain in effect until March 31, 2022, or until such other time as may be agreed to in writing by the LHIN and the HSP.

Unless otherwise defined in this letter, all capitalized terms used in this letter have the meanings set out in the SAA.

Please indicate the HSP's acceptance and agreement to the amendment of the SAA as described in this Extending Letter by signing below and returning one scanned copy of this letter by e-mail no later than the end of business day on March 26, 2021 to: Jolene Sankey at swlhinreporting@lhins.on.ca.

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- a manual signature of an authorized signing representative placed in the respective signature line of the Extending Letter and the Extending Letter scanned as a pdf and delivered by email to the other party;
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- 4) any other means with the other party's prior written consent.

Should you have any questions regarding the information provided in this Extending Letter, please contact Sandra Smith, Director, Performance and Evaluation at sandra.smith@lhins.on.ca.

Sincerely,

Mark B. waiton

Regional Lead (Interim), West Region, Ontario Health, and Chief Executive Officer Erie St. Clair, South West, Hamilton Niagara Haldimand Brant and Waterloo Wellington LHINs

- c. Tom Marks, Warden, Elgin Manor
- c. Mark Brintnell, Vice President, Quality, Performance and Evaluation, Ontario Health (West)
- c. Sandra Smith, Director, Performance and Evaluation, Ontario Health (West)

Signature page follows

Page	3
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AGREED TO AND ACCEPTED BY

The Corporation of the County of Elgin - Elgin Man	or	
Ву:		
	Date:	
Julie Gonyou, Chief Administrative Officer I have authority to bind the health service provider.		mm/dd/yyyy
And By:		
	Date:_	
Tom Marks, Warden I have authority to bind the health service provider.		mm/dd/yyyy

South West LHIN | RLISS du Sud-Ouest

March 1, 2021

Julie Gonyou Chief Administrative Officer Terrace Lodge 475 Talbot Street East Aylmer, ON N5H 3A5 cao@elgin.ca

DELIVERED ELECTRONICALLY

Dear Ms. Gonyou:

Re: LHSIA s. 20 Notice and Extension of Long-Term Care Home Service Accountability Agreement(s) ("Extending Letter")

The Local Health System Integration Act, 2006 ("LHSIA") requires the South West Local Health Integration Network (the "LHIN") to notify a health service provider when the LHIN proposes to enter into, or amend, a service accountability agreement with that health service provider.

The LHIN hereby gives notice and advises Terrace Lodge (the "HSP") of the LHIN's proposal to amend each and every long-term care home service accountability agreement (as described in the LHSIA) currently in effect between the LHIN and the HSP (each a "SAA").

Subject to the HSP's acceptance of this Extending Letter, the SAA will be amended with effect on March 31, 2021. All other terms and conditions of the SAA remain in full force and effect.

In accordance with section 15.12 of the SAA, the terms and conditions in the SAA are amended such that the Schedules in effect on March 31, 2021 shall remain in effect until March 31, 2022, or until such other time as may be agreed to in writing by the LHIN and the HSP.

Unless otherwise defined in this letter, all capitalized terms used in this letter have the meanings set out in the SAA.

Please indicate the HSP's acceptance and agreement to the amendment of the SAA as described in this Extending Letter by signing below and returning one scanned copy of this letter by e-mail no later than the end of business day on March 26, 2021 to: Jolene Sankey at swlhinreporting@lhins.on.ca.

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- 4) any other means with the other party's prior written consent.

Should you have any questions regarding the information provided in this Extending Letter, please contact Sandra Smith, Director, Performance and Evaluation at sandra.smith@lhins.on.ca.

Sincerely,

เงเลเห อ. งงลแบบ

Regional Lead (Interim), West Region, Ontario Health, and Chief Executive Officer Erie St. Clair, South West, Hamilton Niagara Haldimand Brant and Waterloo Wellington LHINs

- c. Tom Marks, Warden, Terrace Lodge
- c. Mark Brintnell, Vice President, Quality, Performance and Evaluation, Ontario Health (West)
- c. Sandra Smith, Director, Performance and Evaluation, Ontario Health (West)

Signature page follows

AGREED TO AND ACCEPTED BY

The Corporation of the County of Elgin - Terrace Lo	odge	
Ву:		
	Data	
Julie Gonyou, Chief Administrative Officer I have authority to bind the health service provider.	Date:	mm/dd/yyyy
And By:		
	Date:	
Tom Marks, Warden I have authority to bind the health service provider.		mm/dd/yyyy

South West LHIN | RLISS du Sud-Ouest

March 1, 2021

Julie Gonyou Chief Administrative Officer The Corporation of the County of Elgin 450 Sunset Drive St. Thomas, ON N5R 5V1 cao@elgin.ca

DELIVERED ELECTRONICALLY

Dear Ms. Gonyou:

Re: LHSIA s. 20 Notice and Extension of Multi-Sector Service Accountability Agreement(s) ("Extending Letter")

The Local Health System Integration Act, 2006 ("LHSIA") requires the South West Local Health Integration Network (the "LHIN") to notify a health service provider when the LHIN proposes to enter into, or amend, a service accountability agreement with that health service provider.

The LHIN hereby gives notice and advises The Corporation of the County of Elgin (the "HSP") of the LHIN's proposal to amend each and every multi-sector service accountability agreement (as described in the LHSIA) currently in effect between the LHIN and the HSP (each a "SAA").

Subject to the HSP's acceptance of this Extending Letter, the SAA will be amended with effect on March 31, 2021. All other terms and conditions of the SAA remain in full force and effect.

In accordance with section 14.11 of the SAA, the terms and conditions in the SAA are amended such that the Schedules in effect on March 31, 2021 shall remain in effect until March 31, 2022, or until such other time as may be agreed to in writing by the LHIN and the HSP.

Unless otherwise defined in this letter, all capitalized terms used in this letter have the meanings set out in the SAA.

Please indicate the HSP's acceptance and agreement to the amendment of the SAA as described in this Extending Letter by signing below and returning one scanned copy of this letter by e-mail no later than the end of business day on March 26, 2021 to: Jolene Sankey at swlhinreporting@lhins.on.ca.

The HSP and the LHIN agree that the Extending Letter may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. The electronic signature of a party may be evidenced by one of the following means and transmission of the Extending Letter may be as follows:

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- 2) a manual signature of an authorized signing representative placed in the respective signature line of the Extending Letter and the Extending Letter scanned as a pdf and delivered by email to the other party;
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- 4) any other means with the other party's prior written consent.

Should you have any questions regarding the information provided in this Extending Letter, please contact Sandra Smith, Director, Performance and Evaluation at sandra.smith@lhins.on.ca.

Sincerely,

Mark b. waiton

Regional Lead (Interim), West Region, Ontario Health, and Chief Executive Officer Erie St. Clair, South West, Hamilton Niagara Haldimand Brant and Waterloo Wellington LHINs

- c. Tom Marks, Warden, The Corporation of the County of Elgin
- c. Mark Brintnell, Vice President, Quality, Performance and Evaluation, Ontario Health (West)
- c. Sandra Smith, Director, Performance and Evaluation, Ontario Health (West)

Signature page follows

AGREED TO AND ACCEPTED BY

The Corporation of the County of Elgin		
Ву:		
	Date:_	
Julie Gonyou, Chief Administrative Officer I have authority to bind the health service provider.		mm/dd/yyyy
And By:		
	Date:_	
Tom Marks, Warden I have authority to bind the health service provider.		mm/dd/yyyy



REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and

Seniors Services

DATE: March 15, 2021

SUBJECT: Homes – Housekeeping & Laundry Policy

Manual Review and Revisions

RECOMMENDATIONS:

THAT the report titled: "Homes – Housekeeping & Laundry Policy Manual Review and Revisions" dated March 15, 2021 be received and filed; and,

THAT Council approve the "County of Elgin Homes and Seniors Services Housekeeping & Laundry Policy Manual Review and Revisions" for 2021.

INTRODUCTION:

Departmental policy and procedure manuals ensure consistency and quality in the services provided by Elgin County Homes and Seniors Services. As per the Long-Term Care Homes Act (LTCHA), 2007, policies and procedures are to be reviewed annually. This ensures inclusion of Best Practice and legislative guidelines and aligns with the LTCHA and Regulations.

DISCUSSION:

The Homes Policy Manual for Housekeeping & Laundry has been reviewed and revised by the Managers of Support Services for the three (3) County of Elgin Homes, in consultation with public health (where applicable). The revised manual includes revisions to the following policies and procedures:

- 2.2 General Room Cleaning Daily updated to reflect the implementation of the microfibre cleaning system
- 2.4 Cleaning of Washrooms updated to reflect the implementation of the microfibre cleaning system
- 2.5 Wet Mopping/Microfibre Cleaning of Floors —policy name updated to reflect the implementation of the microfibre cleaning system

- 2.18 Public Washroom Cleaning updated to reflect the implementation of the microfibre cleaning system
- 2.20 Dining Room Cleaning updated to reflect the implementation of the microfibre cleaning system
- 3.5 Use of the Swiffer Mop updated to reflect the implementation of the microfibre cleaning system
- 3.7 Microfibre Cleaning updated to reflect the implementation of the microfibre cleaning system
- 3.9 Storage of Supplies updated to include safety data sheet reference

FINANCIAL IMPLICATIONS:

It is imperative that staff ensure that the requirements of the LTCHA, 2007, including policy review, are met to support compliance and appropriate funding to the LTCH's.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
☑ Ensuring alignment of current programs and services with community need.	☐ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	☐ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services
☐ Exploring different ways of addressing community need.	☑ Fostering a healthy environment.	now and in the future. ☑ Delivering mandated
☐ Engaging with our community and other stakeholders.	⊠ Enhancing quality of place.	programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None

COMMUNICATION REQUIREMENTS:

The revised policy changes will be communicated to staff, residents, visitors and contracted workers as required within the LTCHA, 2007, and, through the online Surge learning education portal.

CONCLUSION:

The housekeeping & laundry manual policy revisions align with the LTCHA, 2007, related Regulations and best practices to support resident and staff safety and service delivery.

The policy manual in its entirety and the noted policy revisions may be reviewed through the County Website https://www.elgincounty.ca/homes-seniors-services/employee- portal/

All of which is Respectfully Submitted Approved for Submission

Michele Harris Julie Gonyou Director of Homes and Seniors Services

Chief Administrative Officer



REPORT TO COUNTY COUNCIL

FROM: Lisa Czupryna, Senior Financial Analyst

DATE: February 24, 2021

SUBJECT: Council and Outside Boards

Remuneration and Expenses

RECOMMENDATION:

THAT the February 24, 2021, report titled, Council and Outside Boards Remuneration and Expenses submitted by the Senior Financial Analyst, be received and filed for information.

INTRODUCTION:

Each year it is required that reports be filed on remuneration, mileage, and expenses for Council and Outside Boards. As well, a report on convention expenses must be published.

DISCUSSION:

Warden and Council remuneration and expenses totaled \$284,109.23 for the 2020 calendar year and convention expenses were \$15,721.54. Details by member are provided in the attached documents. Remuneration and expenses paid to persons on Outside Boards totaled \$14,000 for that same time period.

FINANCIAL IMPLICATIONS:

The 2020 total remuneration and expenses, including conventions, for both Elgin County Council and Outside Boards was \$38,556.48 lower than in 2019 due to COVID-19's impact on attendance for conventions and outside board meetings.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgir	Investing in Elgin
 □ Ensuring alignment of current programs and services with community need. □ Exploring different ways of addressing community need. □ Engaging with our community and other stakeholders. 	 □ Planning for and facilitating commer industrial, residentiand agricultural ground in Fostering a healt environment. ☑ Enhancing quality place. 	al, resources, and infrastructure to deliver programs and services now and in the future.
LOCAL MUNICIPAL PARTN	ER IMPACT:	
None. COMMUNICATION REQUIR	EMENTS:	
None.		
CONCLUSION:		
For 2020 the total remunerati County Council and Outside I	•	uding conventions, for both Elgin 77.
All of which is Respectfull	y Submitted A	approved for Submission
Lisa Czupryna Senior Financial Analyst		ulie Gonyou Chief Administrative Officer
Jim Bundschuh Director of Financial Servi	ices	

Treasurer's Statement Of Remuneration and Expenses - for County Council

March 23 Session, 2021

To the Warden and Members of the Elgin County Council,

The following is a statement of the remuneration, mileage, and expenses paid to each member of the Elgin County Council for the period of January 1, 2020 to December 31, 2020, along with a history for the prior two years.

REMUNERATION and MILEAGE

COUNCIL, COMMITTEES and OUTSIDE BOARDS		<u>2020</u>	<u>2019</u>	<u>2018</u>
Currie, Gregory		0.00	0.00	20,279.95
Ens, Paul		0.00	0.00	20,493.80
French, Mary		26,298.57	26,244.54	1,983.22
Giguere, Dominique		26,901.25	26,420.75	2,007.97
Jenkins, Jim		0.00	0.00	20,377.97
Jones, Grant	(Dec 2016 Warden & Jan-Nov 2017 Warden)	26,401.10	25,963.36	22,037.46
Ketchabaw, Edward		26,628.43	26,529.72	1,999.06
Marks, Tom	(Dec 2020 Warden)	30,173.92	26,193.51	1,937.19
Marr, David	(Dec 2017 Warden & Jan-Nov 2018 Warden)	0.00	0.00	55,344.37
Martyn, Sally		26,417.14	25,925.98	22,205.76
McPhail, Duncan	(Dec 2018 Warden & Jan-Nov 2019 Warden)	26,530.37	71,657.80	5,074.62
McWilliam, Cameron		0.00	0.00	20,843.27
Mennill, Dave	(Dec 2019 Warden & Jan-Nov 2020 Warden)	68,299.41	30,062.44	22,406.73
Purcell, Bob		26,459.04	27,256.62	2,028.76
Wiehle, Bernie	(Dec 2015 & Jan-Nov 2016 Warden)	0.00	0.00	22,223.85
Total Paid to Warden 8	k Council	284,109.23 (2)	286,254.72 (1)	241,243.98

Completed consistent with By-Law 05-12, By-Law 05-13 and By-Law 05-45.

Footnote (1): Effective January 2019 the one-third tax exemption for the non-accountable allowance paid to municipal officers was ended and to eliminate the negative impact of this tax policy change Council voted to gross up both the Warden's and Council's remuneration.

Footnote (2): In 2020 lower expenses for conventions and mileage due to COVID-19.

All of which is Respectfully Submitted

Approved for Submission

Lisa Czupryna

Senior Financial Analyst

Julie Gonyou

Chief Administrative Officer

Jim Bundschuh

Director of Financial Services

TREASURER'S STATEMENT ON CONVENTION EXPENSES

To the Warden and Members of the Elgin County Council,

The following is an itemized statement of the conventions attended and expenses paid to each Member of Elgin County Council, during the calendar year ending December 31, 2020.

2020 CONVENTIONS

	1	2	3	4	5	TOTAL FOR
COUNCILLOR	ROMA	<u>OGRA</u>	<u>AMO</u>	<u>OWMC</u>	<u>OTHER</u>	COUNCILLOR
French, Mary	416.24	0.00	0.00	0.00	0.00	416.24
Giguere, Dominique	1,673.39	0.00	204.03	0.00	576.18	2,453.60
Jones, Grant	991.22	0.00	0.00	0.00	0.00	991.22
Ketchabaw, Ed	1,986.57	1,444.37	0.00	0.00	0.00	3,430.94
Marks, Tom	1,922.50	0.00	0.00	0.00	0.00	1,922.50
Martyn, Sally	991.22	0.00	204.02	0.00	0.00	1,195.24
McPhail, Duncan	991.22	0.00	0.00	0.00	0.00	991.22
Mennill, Dave (Warden)	808.86	(710.55)	1,263.55	0.00	0.00	1,361.86
Purcell, Bob	2,145.66	0.00	813.06	0.00	0.00	2,958.72

TOTALS \$ 11,926.88 \$ 733.82 \$ 2,484.66 \$ - \$ 576.18 \$ 15,721.54

All figures include H.S.T.

ROMA RURAL ONTARIO MUNICIPAL ASSOCIATION
OGRA ONTARIO GOOD ROADS ASSOCIATION
AMO ASSOCIATION OF MUNICIPALITIES

OWMC ONTARIO WEST MUNICIPAL CONFERENCE

All of which is Respectfully Submitted

Approved for Submission

Lisa Czupryna Senior Financial Analyst

Julie Gonyou
Chief Administrative Officer

Jim Bundschuh
Director of Financial Services

		Mileage &		
COUNCIL OR		Other	Per Diem	T-4-1 0 4'
COUNCILLOR Franch Mary	Registration	Expenses	Expenses	Total Conventions
French, Mary Rural Ontario Municipal Association (ROMA)	0.00	0.00 0.00	416.24 416.24	416.24 416.24
Ontario Good Roads Association (OGRA)	0.00	0.00	0.00	
Association of Muncipalities Ontario (AMO)	0.00	0.00	0.00	0.00
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	0.00
OTHER	0.00	0.00	0.00	
Giguere, Dominique	1,355.16	167.60	930.84	2,453.60
Rural Ontario Municipal Association (ROMA)	574.95	167.60	930.84	1,673.39
Ontario Good Roads Association (OGRA)	0.00	0.00	0.00	
Association of Muncipalities Ontario (AMO)	204.03	0.00	0.00	
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	
OTHER - Rural Broadband Masterclass & Conference	576.18	0.00	0.00	576.18
OTHER Jones, Grant	0.00 574.98	0.00 0.00	0.00 416.24	
Rural Ontario Municipal Association (ROMA)	574.98	0.00	416.24	991.22
Ontario Good Roads Association (OGRA)	0.00	0.00	0.00	0.00
Association of Muncipalities Ontario (AMO)	0.00	0.00	0.00	
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	0.00
OTHER	0.00	0.00	0.00	
Ketchabaw, Ed	1,241.48	108.88	2,080.58	3,430.94
Rural Ontario Municipal Association (ROMA)	574.95	108.88	1,302.74	1,986.57
Ontario Good Roads Association (OGRA)	666.53	0.00	777.84	1,444.37
Association of Muncipalities Ontario (AMO)	0.00	0.00	0.00	0.00
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	0.00
OTHER	0.00	0.00	0.00	
Marks, Tom	574.98	168.50	1,179.02	1,922.50
Rural Ontario Municipal Association (ROMA)	574.98	168.50	1,179.02	1,922.50
Ontario Good Roads Association (OGRA)	0.00	0.00	0.00	0.00
Association of Muncipalities Ontario (AMO) Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	0.00
OTHER	0.00	0.00	0.00	0.00
Martyn, Sally	779.00	0.00	416.24	1,195.24
Rural Ontario Municipal Association (ROMA)	574.98	0.00	416.24	991.22
Ontario Good Roads Association (OGRA)	0.00	0.00	0.00	
Association of Muncipalities Ontario (AMO)	204.02	0.00	0.00	
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	
OTHER	0.00	0.00	0.00	
McPhail, Duncan	574.98	0.00	416.24	991.22
Rural Ontario Municipal Association (ROMA)	574.98	0.00	416.24	991.22
Ontario Good Roads Association (OGRA)	0.00	0.00	0.00	0.00
Association of Muncipalities Ontario (AMO)	0.00	0.00	0.00	
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	
OTHER Mennill, Dave (Warden)	0.00 (135.58)	0.00 196.13	0.00 1,301.31	0.00 1,361.86
Rural Ontario Municipal Association (ROMA)	574.97	0.00	233.89	808.86
Ontario Good Roads Association (NONA)	(710.55)	0.00	0.00	
Association of Muncipalities Ontario (AMO)	(0.00)	196.13	1,067.42	1,263.55
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	
OTHER	0.00	0.00	0.00	
Purcell, Bob	1,388.04	219.31	1,351.37	2,958.72
Rural Ontario Municipal Association (ROMA)	574.98	219.31	1,351.37	2,145.66
Ontario Good Roads Association (OGRA)	0.00	0.00	0.00	
Association of Muncipalities Ontario (AMO)	813.06	0.00	0.00	813.06
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	0.00
OTHER	0.00	0.00	0.00	
TOTALS	\$6,353.03	\$860.42	\$8,508.09	\$15,721.54
Rural Ontario Municipal Association (ROMA)	4,599.76	664.29	6,662.83	11,926.88
Ontario Good Roads Association (OGRA) Association of Muncipalities Ontario (AMO)	(44.02) 1,221.11	0.00 196.13	777.84 1,067.42	733.82 2,484.66
Ontario West Municipal Conference (OWMC)	0.00	0.00	0.00	
OTHER - Rural Broadband Masterclass & Conference	576.18	0.00	0.00	
OTHER	0.00	0.00	0.00	

Treasurer's Statement Of Remuneration and Expenses - for Outside Boards

March 23 Session, 2021

To the Warden and Members of the Elgin County Council,

The following is a statement of the remuneration, mileage, and expenses paid to persons appointed to Outside Boards for the period January 1, 2020 to December 31, 2020 as authorized by the following By-Laws:

LAND DIVISION COMMITTEE Aldred, Dugald Andrews, John Fleck, John Kennedy, Rosemary O'Grady, Dennis Schaper, Kathleen Seldon, John Van Kasteren, Jack Total	Completed consistent with By-Law 20-10 1,500.00 1,260.00 2,010.00 2,130.00 1,680.00 210.00 2,190.00 1,020.00 1,020.00 12,000.00
JOINT ELGIN-CENTRAL ELGIN ACCESSIBILITY ADVISORY COMMITTEE No outside members	Completed consistent with By-Law 19-40 0.00
GREEN LANE COMMITTEE No appointment required in 2020	Completed consistent with By-Law 19-40 0.00
TOWN CRIER David Phillips	2,000.00
TOTAL OUTSIDE BOARDS	14,000.00
All of which is Respectfully Submitted	Approved for Submission
Lisa Czupryna Senior Financial Analyst	Julie Gonyou Chief Administrative Officer
Jim Bundschuh Director of Financial Services	



REPORT TO COUNTY COUNCIL

FROM: Brian Masschaele, Director of Community

and Cultural Services

DATE: March 15, 2021

SUBJECT: Audio / Video Surveillance Policy

Adoption

RECOMMENDATION:

THAT the report titled "Audio / Video Surveillance Policy Adoption" from the Director of Community and Cultural Services dated March 15, 2021 be received and filed; and,

THAT the Audio / Video Surveillance Policy attached to this report as "Appendix A" be hereby adopted.

INTRODUCTION:

This report recommends refinements to the Video Surveillance Policy first adopted by County Council in 2016.

DISCUSSION:

County Council first adopted a Video Surveillance Policy in 2016 to establish roles and responsibilities for usage of these systems and how information obtained is to be managed in accordance with privacy legislation and guidelines developed by the Information and Privacy Commissioner of Ontario (IPC). This policy has proven effective in guiding how information is obtained and released, particularly with regards to recorded incidents in County facilities or on County property. However, further refinements should now be considered to this policy.

A draft policy is attached to this report as "Appendix A" with proposed amendments reflected in red text. The following are highlights of these proposed amendments:

- The policy refers to audio as well as video as contemporary systems can capture both.
- The Personal Health Information Protection Act is cited given that recordings in the County's long-term care facilities could constitute personal health information and would be subject to provisions of that legislation as well.

- The policy now explicitly states that installation of communication systems in resident rooms in the County's long-term care facilities that are not supplied by the County is not allowed. This articulates on-going practice on this matter which conforms to the prevailing practice in the long-term care sector. Such devices may not provide assurances of reasonable expectations of privacy for residents and staff and can result in personal health information being shared through unsecure networks to unidentified parties. Council should be aware that this matter is contentious and can be a source of frustration to resident families. This matter will be the subject of continual review by the County Solicitor, County privacy officer and Director of Homes and Seniors Services.
- Provision is now made to access footage both on-site and off-site through County-supplied devices given that systems now have such capability.
- Breach and notice provisions have been added.

The (County	/ Sol	licitor	has	reviewed	the	proposed	pol	icy.
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FINANCIAL IMPLICATIONS: Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin	
☑ Ensuring alignment of current programs and services with community need.	☐ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	☐ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services	
☐ Exploring different ways of addressing community need.	⊠ Fostering a healthy environment.	now and in the future. ☑ Delivering mandated	
⊠ Engaging with our community and other stakeholders.	☐ Enhancing quality of place.	programs and services efficiently and effectively.	

LOCAL MUNICIPAL PARTNER IMPACT:

Not applicable.

COMMUNICATION REQUIREMENTS:

Appropriate signage will continue to be installed in prominent areas adjacent to all surveillance systems.

CONCLUSION:

Audio / Video surveillance systems are commonly used in municipally-owned buildings and services as an effective means to enhance safety and security. The policy proposed to Council through this report builds upon a policy already in place for these systems to reflect contemporary capabilities and considerations, while at the same time making it clear that reasonable expectations of privacy remain paramount for the public, residents and staff.

All of which is Respectfully Submitted

Approved for Submission

Brian Masschaele Director of Community and Cultural Services Julie Gonyou
Chief Administrative Officer

Appendix A

County of Elgin Policy Manual Subject: Audio / Video Surveillance Policy

Date of Approval:

Purpose Statement

This policy governs the use of audio / video surveillance systems at all facilities owned or leased by the County of Elgin to ensure that these systems are used only to promote safety and security of residents and the general public, as well as the County of Elgin's assets and property in accordance with the provisions of relevant legislation, particularly the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA).

Audio / Video Surveillance Program – Roles and Responsibilities

- 1. The department director or designate responsible for a facility or property, in consultation with staff and/or departments as hereby designated, shall be responsible for:
 - Determining and documenting the reason for implementation of an audio / video surveillance system, ensuring that the need is justified on the basis of verifiable reports of incidents of crime, significant safety concerns, and/or for crime prevention;
 - Ensuring that cameras and devices are not installed in areas where the public, employees and residents have a right or a reasonable expectation of privacy, such as washrooms, change rooms, staff lunch rooms and residential areas.
 Communication devices not supplied by the County of Elgin that passively or actively record audio and video in County facilities, including within resident rooms, may not provide reasonable expectations of privacy and may increase risk of privacy breaches and, as such, are not authorized for use;
 - Appointing and delegating authority to staff who shall be authorized to access the
 audio / video surveillance system and information obtained through such
 monitoring in accordance with the provisions of relevant legislation, particularly
 MFIPPA and PHIPA, and established policies and procedures. It is understood
 that such authority shall be granted on a limited basis and only to staff with
 strategic responsibility for the safety and security of County facilities, residents or
 the general public. Access to any surveillance records shall only be granted
 through County supplied devices that are on a secure network;
 - Ensuring that monitoring devices are kept in a secure location not visible to the public;

- Ensuring compliance with the County's Code of Conduct by all staff associated with the system and reporting any breaches in a timely manner.
- 2. The Department of Engineering Services and/or the Department of Information Technology shall be responsible for:
 - Assessing equipment requirements and making necessary arrangements for purchase and installation;
 - Maintaining an inventory of all audio / video surveillance locations and equipment for authorized inspection;
 - Determining suitable location(s) for mandatory public notice signage, ensuring
 that the public has reasonable and adequate warning that surveillance is in
 operation before entering any area that is within range of the audio / video
 surveillance system. Such signage should also state where further information
 about usage of these systems may be obtained;
 - Installation, maintenance and secure storage of associated technology, including storage drive systems;
 - Application of software, image capture systems and redaction technology to facilitate release of surveillance information under the direction of the County's designated privacy officer;
 - Performing regular audits to ensure that storage systems are performing as required and maintaining an audit trail to ensure that there has not been unauthorized access to information stored on these systems;
 - Facilitating the destruction of surveillance information according to the terms of the County's records classification and retention policy.
- 3. The County's designated privacy and records retention officer shall be responsible for:
 - Ensuring that the reasons for using audio / video surveillance systems are consistent with relevant legislation, particularly MFIPPA and PHIPA, and guidelines provided by the Information and Privacy Commissioner of Ontario (IPC);
 - Identifying potential privacy risks;
 - Immediately reporting privacy breaches to the County Solicitor, IPC and any
 affected parties whose personal information was inappropriately disclosed. Risk
 mitigation measures shall be immediately taken to minimize impact of any
 breaches and to prevent future breaches from occurring;
 - Assisting staff to identify appropriate locations for equipment and signage;
 - Approving all requests to access information obtained through audio / video monitoring, unless otherwise specified;
 - Ensuring that retention requirements are met as established under the County of Elgin's records classification and retention schedule.

Access to Audio / Video Surveillance Footage

Circumstances which warrant viewing the information obtained through audio / video monitoring are limited to incident and accident reports that occur at facilities leased or owned by the County of Elgin, requests from a law enforcement agency and MFIPPA / PHIPA requests. The following considerations shall apply with regards to access:

- Access is strictly limited to the department director and staff authorized by the department director or designate responsible for the facility or property where the system is located. Surveillance information may only be copied and released under the circumstances referenced above;
- Requests for access to audio / video surveillance information shall proceed under the terms of the County of Elgin's Access to Information and Privacy Policy;
- In emergency situations, including when a police investigation is underway, access may be expedited by the department's director and/or authorized staff, with reasonable notice of the circumstances of such notice provided to the County Solicitor and the County's designated privacy officer in a timely manner.

Records Retention

- Surveillance images that have not been accessed for any purpose shall be automatically erased by the system according to retention periods established from time to time under the County of Elgin's records classification and retention schedule, with retention generally to be 30 days or less;
- Surveillance recordings documenting incidents, accidents and investigations in County facilities that may or may not be part of an access request shall be maintained for at least one year under the County of Elgin's records classification and retention schedule and according to IPC guidelines.

Approved by Elgin County Council -



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering

Services

Mike Hoogstra, Purchasing Coordinator

DATE: March 2, 2021

SUBJECT: Transportation Master Plan – Study Award

RECOMMENDATIONS:

THAT the provision of engineering services associated with the Transportation Master Plan, Request for Proposal 2021-P04 submission received from IBI Group in the amount of \$234,826.00 (excluding HST) be awarded; and,

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

INTRODUCTION:

The County of Elgin recently invited proposals from Consultants who possess the requisite technical skills to undertake a Transportation Master Plan (TMP) that will meet the requirements of the County as outlined in Request for Proposal 2021-P04 (refer to Attachment 1), and who will be required to work directly with County staff, partner municipalities, the public and other agencies in the preparation of a TMP.

The TMP, which will follow a Transportation Master Plan (TMP) Study approach under the Municipal Class Environmental Assessment (EA) process, is intended to provide direction for the planning, coordination and implementation of a multi-municipal road and potential transit network, active transportation amenities, and commuter facilities for the next 30 years and beyond. This update will also guide the development and implementation of policies, in consideration of the ongoing need to examine existing and future transportation needs within the County.

The study is scheduled to take approximately one (1) year to complete, and the Final TMP Report is anticipated to be presented to Council for approval endorsement in the spring of 2022. In the meantime, staff will continue to inform Council of the TMP

progress and actively engage various stakeholders, including but not limited to partner municipalities, the public, agencies, etc.

DISCUSSION:

A Request for Proposal (2021-P04) was published on February 17, 2021, seeking a multi-disciplinary consultant with expertise in comprehensive transportation planning (including transit) to prepare a Transportation Master Plan (TMP). The TMP is typically updated every five years to keep pace with development, policy and technical trends.

Information that was advertised and posted on the County's Bid Portal page https://elgincounty.bidsandtenders.ca including RFP dates, proposals submitted and list of registered consultants is attached to this report as Attachment 2.

The vision for the County of Elgin's TMP is about "the big picture". The TMP will identify challenges, alternatives, steps and actions required of the County and/or its partner municipalities in order to get from today to the multi-modal transportation network and landscape envisioned for the next 30 years, and will investigate the feasibility of a potential long-range interregional and/or intraregional transit solution(s).

The TMP will further provide a fundamental framework for the County's planned transportation corridors and systems that:

- Provides connectivity between transportation modes to move people and goods sustainably, efficiently, and safely based on hierarchical suite of mobility solutions.
- Establish a sustainable, integrated, multi-modal transportation system that reduces reliance upon single mode, and promotes walking, cycling and potential transit.
- Coordinates and collaborates with the private sector, government agencies, and municipalities.
- Solicits and undertakes a public consultation with contributions from across the County.
- Develops an integrated transportation network with additional focus on potential transit service opportunities and nodes, active transportation amenities, as well as a review of County road design standards, cross sections, and right-of-way widths. In addition, the County of Elgin continues to sustain, and where possible enhance the functionality (Level of Service) of its roads system; and,
- Defines policies and long-term strategies that will result in the protection of transportation corridors for all modes of travel to address current and projected population and employment growth.

In the transit component of the study, the Successful Proponent will consult with neighbouring existing municipal transit operators within and directly adjacent to the County to explore feasibility of potential route opportunities, scheduling, maintenance, fare collection, plus future infrastructure requirements.

Active transportation requirements, including a comprehensive review of the Elgin-St. Thomas Cycling Master Plan prepared in 2014, will also be considered in the TMP update. To support this specific effort, staff will invite and establish a Cycling Advisory Committee comprised of staff, local cycling enthusiasts, and cycling club members. The Study will result in a final County of Elgin TMP File Report. The TMP will be an action-oriented document intended for a broad audience. Staff will continue to inform County Council of the TMP progress and actively involve local municipalities.

FINANCIAL IMPLICATIONS:

The Evaluation Committee (refer to Attachment 1), used a 'Quality Based Selection Process' utilizing a "two-part submission method" procurement process in which proposals were received as two separate submissions. The first submission consisting of technical and qualitative information was opened and evaluated based on the following criteria:

- i) Company Capabilities;
- ii) Project Team;
- iii) References
- ii) Approach & Methodology; and,
- vi) Proposal Quality

Then the second submission consisting of the corresponding price information was opened only for those firms that achieved the minimum score, and evaluated only after the technical submission had been evaluated in accordance with the requirements of the Request for Proposal document.

The firm selected by the Evaluation Committee is IBI Group. The total cost to complete the study is \$234,826.00 (excluding HST). The proposal submitted by IBI Group was the highest scoring qualified proposal and thus represented the best complete quality submission. All Proponents that submitted a proposal to the County will be advised of the contract award and will be offered a debriefing of their individual proposal submission.

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ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
☑ Ensuring alignment of current programs and services with community need.	☑ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	☑ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services
⊠ Exploring different ways of addressing	□ Fostering a healthy environment.	now and in the future.
community need.	⊠ Enhancing quality of	□ Delivering mandated programs and services
⊠ Engaging with our community and other stakeholders.	place.	efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

The Transportation Master Plan will provide direction for the planning, coordination and implementation of a multi-municipal road and potential transit network, active transportation amenities, and commuter facilities for the next 30 years and beyond. Member municipal partners, along with various agencies and stakeholders with be actively engaged throughout the study process, and will be given opportunities to provide input that will aid the County's Plan.

COMMUNICATION REQUIREMENTS:

Notwithstanding COVID-19 limitations, IBI Group will implement a consultation process that is open and inclusive with digital platforms that can support a variety of online engagement activities. The work plan includes facilitating numerous virtual municipal advisory committee and technical advisory committee meetings with both local and external municipalities, agencies, and stakeholder groups in support of the study. Two rounds of Public Information Centres (PIC) are also proposed through IBI Groups' Digital Engagement Foyer. The first PIC will be to solicit feedback on the study vision and goals, help identify issues and opportunities and review the evaluation process and preliminary solutions. The second PIC provides an opportunity to present selected network alternatives and other study findings to participants for feedback.

In the early phases of the project, an online public opinion survey will be promoted through the Notice of PIC and available on the County's website and social media forums. In addition, a survey including a series of questions will also be distributed to elected officials and senior management from each of the local member municipalities to understand how the County TMP can support local municipalities' aspirations and confirm the pressing issues they are facing. IBI Group will be analyzing the data and feedback collected, extract takeaways, and will provide summary reports of the findings to be included in the Final Report.

CONCLUSION:

As detailed above, the Evaluation Committee completed a 'Quality Based' evaluation and selection process in accordance with the Request for Proposal 2021-P04, and subsequently the proposal submission from IBI Group was deemed the successful qualified proponent and is recommended for award to prepare a Transportation Master Plan study project file under the Municipal Class Environmental Assessment (EA) process.

All of which is Respectfully Submitted

Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou Chief Administrative Officer

Mike Hoogstra
Purchasing Coordinator



TRANSPORTATION MASTER PLAN

REQUEST FOR PROPOSAL No. 2020-P04

ELECTRONIC SUBMISSIONS ONLY

Proposals shall be received by the Bidding System no later than:

FEBRUARY 17, 2021 @ 3:00 p.m. (local time)

Issue Date: January 14, 2021



INDEX

DEFINITIONS AND INTERPRETATIONS			
OPPORTUNI	TY OVERVIEW	5	
SECTION 1.0	- INFORMATION TO PROPONENTS	6	
1.1	Introduction and Background	6	
1.2	Proposal Format and Delivery	6	
1.3	Designated Official	7	
1.4	RFP Schedule	7	
1.5	Questions / Inquiries	8	
1.6	Addenda	8	
1.7	Proponent Communications	9	
1.8	Proponent Investigations	9	
1.9	Notice of No Response	9	
SECTION 2.0	- TERMS OF REFERENCE		
2.1	Introduction		
2.2	Background		
2.3	Goals of the TMP		
2.4	Detailed Objectives and Scope of Work		
	2.4.1 General Considerations		
	2.4.2 County Roads		
	2.4.3 Transit		
	2.4.4 Commercial Vehicle & Rail		
	2.4.5 Active Transportation and Telecommuting		
	2.4.6 Multi-Modal		
	2.4.7 Transportation Demand Management / Carpool Lots		
	2.4.8 Communication / Utilities		
_	2.4.9 Financial Considerations		
2.5	Data Collection and Information Gathering		
2.6	Public and Stakeholder Consultation and Communications		
2.7	Work Products, Services and Deliverables		
2.8	Timeline		
2.9	Documents and Guidelines		
2.10	Software	17	
	- PROPOSAL REQUIREMENTS		
3.1	Proposal Submissions		
3.2	Proposal Submission Requirements – Technical Proposal (Part 1)		
3.3	Financial Submission Requirements - Financial Proposal (Part 2)		
3.4	Evaluation Process	20	



3.5	Evaluation Criteria	21
3.6	Ratings	22
3.7	Presentation and Interview	24
SECTION 4.0 -	GENERAL CONDITIONS	25
4.1	Rights of the County	
4.2	Conflict of Interest	
4.3	Modified Proposals	
4.4	Disqualification of Proponents	
4.5	Confidentiality	
4.6	Proposal Assignments	
4.7	Purchasing Policy	
4.8	Failure to Perform	
4.9	Award and Agreement	
4.10	Insurance Requirements	
4.11	Indemnification	
4.12	WSIB Requirements	28
4.13	Compliance with the Accessibility for Ontario with Disabilities Act 2005	28
4.14	Disqualification	
4.15	Record and Reputation	29
4.16	Proponent's Costs	30
4.17	Legal Matters and Rights of the County	30
4.18	Human Rights, Harassment and Occupational Health and Safety	31
4.19	Clarification	31
4.20	Supplementary Information	31
4.21	Default / Non-Performance	32
SECTION 5.0 -	APPENDICIES	33
APPFNDIX A -	SAMPLE AGREEMENT	34



DEFINITIONS AND INTERPRETATIONS

The following definitions apply to the interpretation of the Request for Proposal Documents;

- 1. "Addenda or Addendum" means such further additions, deletions, modifications or other changes to any Request for Proposal Documents.
- 2. "Authorized Person" means;
 - i. For a Proponent who is an individual or sole proprietor that person.
 - ii. For a Proponent which is a partnership, any authorized partner of the Proponent.
 - iii. For a Proponent which is a corporation:
 - a) any officer of director of the corporation; and
 - b) any person whose name and signature has been entered on the document submitted with the Request for Proposal, as having been authorized to participate in the completion, correction, revision, execution, or withdrawal of the submission, whether that person is or is not an officer or director.
 - iv. For a Proponent that is a joint venture, the submission shall be signed by a person for and on behalf of each joint venture or, if they warrant that they have the authority vested in them to do so, one person so authorized may sign on behalf of all joint ventures.
- 3. "Bidding System" means the County's bid portal website operated by bids&tenders™ and posted as https://elgincounty.bidsandtenders.ca/Module/Tenders/en
- 4. "Consultant" means the person or persons, corporation, or partnership that has been selected to perform and carry out the Contract.
- 5. "Contract" means the following documents, ranked in order of priority, from highest to lowest:
 - i. Agreement
 - ii. Addenda
 - iii. Terms of Reference
 - iv. Consultant Proposal Submission
 - v. General Conditions
 - vi. Proposal Requirements
 - vii. Information for Proponents
 - viii. RFP Appendices
- 6. "County" refers to the Corporation of the County of Elgin.
- 7. "Designated Official" refers to the Purchasing Coordinator for the County of Elgin.



- 8. "Proposal" means the Response in the form prescribed by this Request for Proposal Document and completed and submitted by a Proponent in response to and in compliance with the Request for Proposal.
- 9. "Proponent" means the legal entity submitting a proposal.
- 10. "Request for Proposal (RFP)" means the document issued by the County in response to which Proponents are invited to submit a proposal that will result in the satisfaction of the County's objectives in a cost-effective manner.
- 11. "Schedule" means the schedule for completion of the Works provided by the Consultant in the Proposal and approved by the County.
- 12. "Specifications" means all of the specifications, designs, drawings and other descriptive data for the Works, as described in detail in the Contract.
- 13. "Sub-Consultant" means a person, partnership or corporation having a direct contract with the Consultant to perform part or parts of the Work or to supply products to the Works.
- 14. "Successful Proponent" means the Proponent whose proposal has been approved by the County.
- 15. "Work or Works" means conducting the Transportation Master Plan as described in the Contract and includes all related works and services including but not limited to the supply of all vehicles, equipment, labour, supervision, materials, facilities, services, permits, license and approvals required to complete the obligations outlined in the Contract.



OPPORTUNITY OVERVIEW

LOCATION AND DESCRIPTION OF WORK

The County of Elgin is requesting Proposals for the provision of a multi-disciplinary Consultant with expertise in comprehensive transportation planning (including transit), environmental review and public consultation to prepare a Transportation Master Plan which will follow a Transportation Master Plan Study approach under the Municipal Class Environmental Assessment (EA) Process.

GENERAL INFORMATION:	
Owner(s) Name:	Corporation of the County of Elgin
WORK DATES / DELAYS:	
Work Commencement Date:	March 16, 2021
Work Completion Date:	March 15, 2022
INSURANCE:	
	General Liability: \$5,000,000.00
Insurance Amounts:	Automobile: \$2,000,000.00
	Professional Liability: \$2,000,000.00
	Gradual & Sudden Pollution: Not Required
Parties to be included as Additional Insured:	Corporation of the County of Elgin



SECTION 1.0 - INFORMATION TO PROPONENTS

1.1 Introduction and Background

The County of Elgin is situated in the heart of southwestern Ontario along the north shore of Lake Erie and due south of Highway 401 in what can be best described as a rich agricultural zone complemented by industry. The County is an upper-tier municipality comprised of seven local municipalities covering an area of 460,000 acres, with a population of approximately 50,000 people.

The County of Elgin is inviting proposals from Consultants to undertake a Transportation Master Plan that will meet the requirements of the County as outlined in this Request for Proposal.

The successful Consultant will possess the requisite technical skills to deal with the matters to be addressed in the following tasks and will be required to work directly with County staff, the public and other agencies in a professional manner. The firm, in addition to technical qualifications, must exhibit skills such as timeliness, diplomacy, tact, strong communication ability and an understanding of the County.

Further information regarding the scope of work is included in Section 2.0.

1.2 Proposal Format and Delivery

ELECTRONIC PROPOSAL SUBMISSIONS ONLY, shall be received by the Bidding System. Hardcopy submissions <u>not</u> permitted.

All Proponents shall have a Bidding System Vendor account with bids&tenders™ and be registered as a Plan Taker for this RFP opportunity, which will enable the Proponent to download the Request for Proposal document, download Addendums, receive email notifications pertaining to this RFP and to submit their proposal electronically through the Bidding System.

Proponents are cautioned that the timing of their Proposal Submission is based on when the proposal is RECEIVED by the Bidding System, not when a proposal is submitted, as proposal transmission can be delayed due to file transfer size, transmission speed, etc.

For the above reasons, it is recommended that sufficient time to complete your proposal submission and attachment(s) (if applicable) and to resolve any issues that may arise. The closing time and date shall be determined by the Bidding System's web clock.

Proponents should contact bids&tenders[™] support listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. The Bidding System will send a confirmation email to the Proponent advising that their proposal was submitted successfully. If you do not receive a confirmation email, contact bids&tenders[™] support at support@bidsandtenders.ca.

Late Proposals are not permitted by the Bidding System.



To ensure receipt of the latest information and updates via email regarding this RFP, or if a Proponent has obtained this RFP document from a third party, the onus is on the Proponent to create a Bidding System Vendor account and register as a Plan Taker for the RFP opportunity.

Proponents may edit or withdraw their proposal submission prior to the closing time and date. However, the Proponent is solely responsible to ensure the re-submitted proposal is received by the Bidding System no later than the stated closing time and date.

The onus unequivocally remains with the Proponent to ensure that the proposal is submitted electronically prior to the deadline and in accordance with the submission instructions.

The County, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the County of any proposal, or by reason of any delay in the acceptance of any proposal.

The County shall not be liable for any cost of preparation or presentation of proposals, and all proposals and accompanying documents submitted by the Proponent become the property of the County and will not be returned. There will be no payment to Proponents for work related to, and materials supplied in the preparation, presentation and evaluation of any proposal, nor for the Contract negotiations whether they are successful or unsuccessful.

1.3 **Designated Official**

For the purpose of this contract Mike Hoogstra, Purchasing Coordinator for the County is the "Designated Official" and shall perform the following functions: releasing, recording, and receiving proposals, recording and checking of submissions; answering queries from perspective proponents, considering extensions of time, reviewing proposals received, ruling on those not completing meeting requirements and coordinating the evaluation of the responses.

1.4 RFP Schedule

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the County reserves the right to modify or alter any or all dates at its sole discretion by notifying all Proponents in writing at the address indicated in the completed RFP submitted to the County.

Issue RFP: January 14, 2021
Last Date for Questions: February 10, 2021
RFP Close: February 17, 2021
Interviews/Presentations: TBD, if applicable
Award of Contract: March 9, 2021*
Contract Start: March 16, 2021
Contract Completion: March 15, 2022

^{*}Dates noted above are an approximation only and are subject to change.



1.5 **Questions / Inquiries**

All inquiries regarding this *RFP* shall be directed through the Bidding System online by clicking on the "Submit a Question" button for this bid opportunity. Questions submitted through the bidding system are directed to the Designated Official.

The deadline for submitting questions is **February 10, 2021 at 4:30 p.m.**

If during the period prior to submission of *proposals*, the County determines, in its sole and unfettered discretion, that part of the RFP requires formal amendment or clarification, written addenda to this RFP will be distributed to all registered Proponents.

No clarification requests will be accepted by telephone, fax or in-person meeting. Responses to clarification requests will be provided to all interested parties. Inquiries must not be directed to other County employees or elected officials. Directing inquiries to other than the Designated Official may result in your submission being rejected.

1.6 Addenda

The County, may at its discretion, amend or supplement the RFP documents by addendum at any time prior to the closing date. Changes to the RFP documents shall be made by addendum only. Such changes made by addendum shall be supplementary to and form an integral part of the RFP documents and should be allowed for in arriving at the total cost. The County will make every effort to issue all addenda no later than three (3) days prior to the closing date.

Proponents shall acknowledge receipt of any addenda through the Bidding System by checking a box for each addendum and any applicable attachment.

It is the sole responsibility of the Proponent to have received all Addenda that are issued. Proponents should check online at https://elgincounty.bidsandtenders.ca/Module/Tenders/en prior to submitting their proposal and up until the RFP closing time and date in the event additional addenda are issued.

If a Proponent submits their proposal prior to the RFP closing time and date and an addendum has been issued, the Bidding System shall WITHDRAW the proposal submission and the bid status will change to an INCOMPLETE STATUS and Withdraw the proposal. The Proponent can view this status change in the "MY BIDS" section of the Bidding System.

The Proponent is solely responsible to:

- make any required adjustments to their proposal; and
- acknowledge the addenda; and
- Ensure the re-submitted proposal is RECEIVED by the Bidding System no later than the stated RFP closing time and date.

The Proponent shall not rely on any information or instructions from the County or a County Representative except the RFP Documents and any addenda issued pursuant to this section.



1.7 **Proponent Communications**

Each Proponent is solely responsible to ensure that all contact information for the Proponent is accurate and updated at all times during the RFP process. Proponents may update or revise their contact information in their Bidding System Vendor account. All correspondence from the County to a Proponent will be issued through the Bidding System.

1.8 **Proponent Investigations**

Each Proponent is solely responsible, at its own cost and expense, to carry out its own independent research, due diligence or to perform any other investigations, including seeking independent advice, considered necessary by the Proponent to satisfy itself as to all existing conditions affecting the Proposal for this RFP. The Proponents' obligations set out in this RFP apply irrespective of any background information provided by the County or information contained in the RFP Documents or in responses to questions.

The County does not represent or warrant the accuracy or completeness of any information set out in the RFP Documents or made available to Proponents. The Proponents shall make such independent assessments as they consider necessary to verify and confirm the accuracy and completeness of all such information as any use of or reliance by Proponents an any and all such information shall be at the Proponent's sole risk and without recourse against the County.

1.9 **Notice of No Response**

If you are unable, or do not wish to provide a proposal, please complete a notice of no response form in the bidding system. It is important to the County to receive a reply from all Proponents that registered for this RFP.



SECTION 2.0 - TERMS OF REFERENCE

2.1 <u>Introduction</u>

The County of Elgin is seeking to select a multi-disciplinary consulting firm with expertise in a comprehensive transportation planning (including transit), environmental review and public consultation to prepare a Transportation Master Plan which will follow a Transportation Master Plan (TMP) Study approach under the Municipal Class Environmental Assessment (EA) process.

2.2 **Background**

The vision for the County of Elgin's Transportation Master Plan is about "the big picture". The Transportation Master Plan shall identify challenges and opportunities for current and future transportation demand and networks for the next 30 years, evaluate the existing transportation infrastructures, develop the County's own active transportation plan, and a desire to investigate long-range interregional and/or intraregional transit feasibility.

The Transportation Master Plan shall provide a fundamental framework for the County's planned transportation corridors and systems that:

- Provides connectivity between transportation modes to move people and goods sustainably, efficiently, and safely based on hierarchical suite of mobility solutions.
- Establish a sustainable, integrated, multi-modal transportation system that reduces reliance upon single mode, and promotes walking, cycling and potential transit.
- Coordinates and collaborates with the private sector, government agencies, and municipalities.
- Solicits and undertakes a public consultation with contributions from across the County.
- Develops an integrated transportation network with additional focus on investigating longrange interregional and/or intraregional transit services and nodes, active transportation amenities, as well as a review of County road design standards, cross sections, and right-ofway widths. In addition, the County of Elgin continues to sustain, and where possible enhance the functionality (Level of Service) of its roads system; and,
- Defines policies and long-term strategies that will result in the protection of transportation corridors for all modes of travel to address current and projected population and employment growth.

In the transit component of the study, the Successful Proponent will consult with the existing municipal transit operators within and directly adjacent to the County to explore feasibility of potential route opportunities, scheduling, maintenance, fare collection, plus future infrastructure requirements.

The County wishes to explore potential "Trails Connecting Communities" program and funding opportunities that encourages local member municipalities to establish and/or extend both walking and bike trails throughout the County of Elgin. The consultant will establish a priority for bike lanes on County roads.



Significant growth and development pressures in the County and surrounding areas, as well as the annual influx of seasonal residents and tourists present unique challenges to the County. A comprehensive and sustainable transportation plan is essential for the County to continue to plan for efficient development within the County. Provincial and County planning and transportation related factors have culminated in the need for the coordination of land use planning, transportation system planning, and transportation infrastructure investment. The Transportation Master Plan will provide direction for the planning, coordination and implementation of a multi-municipal road and transit network, active transportation amenities, and commuter facilities for the next 30 years and beyond. The Transportation Master Plan will also guide the development and implementation of policies, in consideration of the ongoing need to examine existing and future transportation needs within the County.

2.3 Goals of the TMP

The goals of this TMP are as follows:

- 1. Provide connectivity between transportation modes to move people and goods sustainably, efficiently and safely based on a hierarchical suite of mobility solutions;
- 2. Establish a sustainable integrated multi-modal transportation system that reduces reliance upon any single mode and promotes walking, cycling and potentially transit;
- 3. Solicit and integrate public consultation and contributions from across the County;
- 4. Coordinate and collaborate with private sector, government agencies, and municipalities; and,
- 5. Define policies and long-term strategies that will result in the protection of transportation corridors for all modes.

2.4 **Detailed Objectives and Scope of Work**

It is necessary that this TMP be integrated with the land use planning initiatives undertaken by the County. The background research and analysis undertaken to develop the TMP will be primarily completed by the Successful Proponent with an identified Project Manager/primary contact, and with general direction and County input provided by the County TMP project coordinator. To ensure a coordinated and comprehensive approach in dealing with the overall transportation issues in the County of Elgin, the County is seeking to retain the services of a multi-disciplinary Consultant. The Successful Proponent will have expertise in comprehensive transportation planning (including transit and cycling), environmental review and public consultation to prepare a Transportation Master Plan. The TMP will follow a Transportation Master Plan Study approach under the Municipal Class Environmental Assessment (EA) process. Through the process of preparing the Transportation Master Plan, several factors and tasks are to be addressed as part of the study, such as the following:



2.4.1 General Considerations

- 1. Prepare the Transportation Master Plan having considered the management and direction of future growth patterns guided by the policies and/or forecasts of the County of Elgin's Official Plan, and the Provincial Policy Statement 2020. In reviewing these documents, the study will result in a comprehensive and progressive approach to facilitate sustainable transportation system and mobility infrastructure within the County.
- 2. Identify and recommend strategies to pursue potential partnerships to achieve the goals of the County Transportation Master Plan.
- 3. Identify transportation and potential transit policies that will be supportive of County land use strategies and policies for various horizon years.
- 4. Identify and map recommended locations for transit linkages, routes, nodes and infrastructure.
- 5. Identify and map recommended locations for commuter parking lots.
- 6. Identify and map recommended locations for active transportation infrastructure and implementation plan.
- 7. Identify and map recommended locations for multi-use trails and connecting links.
- 8. Develop and recommend transportation demand management policies for implementation to reduce trip distance and time and increase the modal share of alternatives to the automobile;
- 9. Consider rationalization of the road system/bridges and related alternatives.
- 10. Develop context-sensitive Corridor Design Guidelines, including road/entrance design standards, road cross sections for various right-of-way widths, grade separation and bridge setbacks, pedestrian/bicycle pathways standards, transit supportive guidelines, railway crossings, etc.
- 11. Itemize transportation network infrastructure requirements by five-year increments.
- 12. Identify monitoring factors to measure policy performance and effectiveness.
- 13. Provide background information to support policy and decision making.
- 14. Evaluate solutions and forward-thinking alternate solutions and provide recommendations.
- 15. Provide for an efficient, cost-effective, reliable multi-modal transportation system for present and future population and employment needs.
- 16. Identify how autonomous vehicles may/will change transportation capacity and demand into the future; and,
- 17. Investigate and conduct a feasibility analysis of a long-range interregional and/or intraregional transit service within the County of Elgin with its local and neighbouring partner municipalities.

2.4.2 **County Roads**

- Identify improvements to County roadways, including linkages with municipal and provincial corridors and establish need and justification to meet the Municipal Environmental Assessment process, and recommend a coordinated strategy.
- 2. Develop a multiple account evaluation methodology, and develop a rationalization of the County road system and potential future jurisdictional transfers. The evaluation shall also include eight (8) existing bridges under County jurisdiction that are located on local roads.



- 3. Review the existing County and transportation system and identify the following based on current needs, projected needs and rationalization criteria to:
 - Recommend County road improvements,
 - Recommend County road corridors requiring protection,
 - Identify new corridors required, such as bypasses around existing settlement areas, and supporting justification,
 - Recommend County road geometric improvements (i.e. where roads have incorporated horizontal curves for the purpose of crossing railways perpendicularly, and where these railways have now been decommissioned).
- 4. Analyze existing County road classification system and recommend changes/updates if required (including right-of-way widths).
- 5. Review existing County by-laws, policies and standards (for each of rural and urban contexts) and recommend/prepare updates to County of Elgin road standards and guidelines, if necessary.
- 6. Recommend locations for intersection safety improvements and potential conversion to roundabouts and develop a roundabout screening tool.
- 7. Provide a preliminary information gathering of built heritage and cultural landscapes within County transportation corridors; and,
- 8. Provide detailed recommendations directing the future development of County road/corridor urban design guidelines.

2.4.3 Transit

- Investigate and conduct a feasibility analysis of a long-range interregional and/or intraregional transit service within the County of Elgin with its local and neighbouring partner municipalities.
- 2. The Consultant will engage with existing municipal transit operators within and surrounding the County, and review opportunities for partnership.
- 3. Identify various potential transportation demand management and transit-related initiatives to implement in the short, medium, and long-term timelines.
- 4. Identify opportunities, recommend next steps to pursue prioritizing transit.

2.4.4 Commercial Vehicle & Rail

- Identify strategies, policies and facilities to support efficient goods movement, make freight transport more sustainable, thereby establishing the County as a viable and attractive location for future industrial and commercial investment; and,
- 2. Identify opportunities, recommendations and next steps to pursue increasing rail utilization, such as the proactive identification and protection of potential rail corridors for future transit movement of people and the freight movement of goods.

2.4.5 Active Transportation and Telecommuting

 Review existing, recommend and outline next steps to establish County active transportation amenities.



- 2. Identify strategies, policies, facilities, services and initiatives to encourage walking, cycling, transit supportive opportunities, ridesharing, telecommuting, and tourism and recreation.
- Recommend design guidelines and specifications for County corridors, trails and amenities; and,
- 4. Update and recommend an implementation plan for cycling routes on County roads.

2.4.6 Multi-Modal

- 1. Identify corridors to meet current and projected needs for various modes of transportation such as the justified need for bypass routes around built-up areas. This includes new corridors, enhanced existing corridors, and corridors planned by other jurisdictions.
- 2. Enhance multi-modal accessibility to settlements, employment centres, tourist and recreational destinations in the County of Elgin.
- Develop and recommend the necessary transportation infrastructure network policies and initiatives to complement County and local municipal official plans and planned economic growth; and,
- 4. Confirm future transportation corridor needs, giving the County the ability to proactively protect them.

2.4.7 Transportation Demand Management / Carpool Lots

- Identify potential locations for strategically located car-pool lots; and,
- 2. Identify possible locations for multi-modal transportation linkages and nodes.

2.4.8 **Communication / Utilities**

- 1. Identify the protection of right-of-way widths to accommodate communications and utilities; and,
- 2. Recommend approach for the coordination of communication and utilities within transportation system corridors.

2.4.9 Financial Considerations

- 1. Provide background information analysis, and recommendations for the review of the transportation component of future potential County development charges.
- 2. Assist in developing effective and efficient capital planning, and prioritization processes to ensure that transportation facilities and services are available in a timely manner to accommodate residential and employment growth in the County; and,
- Examine the plans and policies of the various levels of government to ensure that the County's TMP is aligned to enable opportunities for partnerships and funding.

2.5 Data Collection and Information Gathering

1. Conduct area site investigations to become familiar with the study area (County of Elgin), as required.



- 2. Discuss with County, local member municipalities, County of Oxford, County of Middlesex, Municipality of Chatham-Kent, City of London, City of St. Thomas and MTO staff operational and performance attributes of their respective road systems.
- 3. Review existing reports and studies, including but not limited to:
 - a. County of Elgin Official Plan, by-laws, policies and standards;
 - b. County of Elgin transportation documents and plans, by-laws including but not limited to the following:
 - i. Average Annual Daily Traffic counts;
 - ii. 10-year Capital Budget schedule;
 - iii. Cycle Master Plan; and,
 - iv. Completed Environmental Assessments.
 - c. County of Elgin Asset Management Plan;
 - d. County of Elgin Economic Development & Tourism Work Plan 2021;
 - e. Elgin area municipal transportation documents and official plans;
 - f. MTO transportation documents, design studies & plans, Provincial Highway AADTs;
 - g. Rail corridor operations plans and documents;
 - h. County of Oxford Transportation Master Plan and documents;
 - County of Middlesex documents and plans;
 - j. Municipality of Chatham-Kent documents and plans;
 - k. City of London documents and plans;
 - I. City of St. Thomas Transportation Master Plan and documents;
 - m. Existing and proposed municipal transit studies and plans within the County and adjacent to the County;
 - n. Existing and proposed development proposals and related Traffic Impact Studies;
 - o. Support existing and future land-use density objectives;
 - p. Review and apply origin-destination information;
 - q. Conduct public opinion survey to identify County transportation issues;
- 4. Attend technical review meetings with County staff.
- 5. Incorporate improvements along Provincial travel corridors and the results of applicable MTO design studies/plans, Ministry of Public Infrastructure Renewal plans.
- 6. Identify known transportation problems.
- 7. Identify known cultural heritage features.
- 8. Utilize transportation modeling software to analyze various transportation network scenarios, as required in consultation with County staff.

2.6 **Public and Stakeholder Consultation and Communications**

- 1. Advertise, in consultation with the County, the launch of the Transportation Master Plan and the request for public, Indigenous communities, and stakeholder input.
- 2. Advertise, in consultation with County Staff, Public Information Centres. Hold two rounds of public information/consultation in a virtual setting and allow for opportunities of online communication and questions for all participants. The first circulation for information gathering, and the second circulation to express ideas for feedback.



- 3. The Consultant will provide and control a virtual communications platform for the full extent of the project that will allow on-going public communication on the project status of the TMP.
- 4. Identify, organize and facilitate virtual municipal advisory committee and technical advisory committee meetings with local municipalities, external municipalities, agencies, and stakeholder groups to review preliminary findings and further scope direction of a County transportation strategy in the future. Proponent to provide a schedule for working group/technical advisory committee meetings.

2.7 Work Products, Services and Deliverables

- Develop a work plan that will include a schedule of action items and timelines. The work plan should be sufficiently detailed to indicate how the objectives of the study will be met and consider working group meetings (approximately 10) and team members meeting (approximately 9).
- 2. Provide a minimum of three (3) update interim reports, at agreed upon intervals, to advise County staff on the progress of this project (including required drafts and necessary revisions).
- 3. Document the study and develop conclusions and recommendations.
- 4. Present study findings to MTO and County at the senior staff and Council level, and any other applicable agencies as deemed necessary by the County.
- 5. Provide information, analysis and recommendations for consideration of the transportation component of potential future County development charges.
- 6. Prepare Transportation Master Plan Final Report, including an executive summary outlining vision, as well as detailed actions for approval and implementation, schedules, standards and guidelines, as well as the following specifics:
- 7. Recommend action plan for implementation at defined milestones within the short-term period (1-Year, 3-Year, 5-Year, 7-Year, 10-Year) including suggested responsibility matrix.
- 8. Medium-term (2036), Long-term (2051), and Horizon (2065) transportation networks and objectives.
- 9. Provide a detailed strategy for each mode of travel including capital costs.
- 10. Funding requirements to ensure, develop, and maintain a planned transportation network.
- 11. Recommended County Official Plan policies and performances monitoring targets dealing with matters such as coordination of land use and transportation, transportation demand management, modal share increase opportunities, and asset management.
- 12. Recommended staff enhancement(s) to implement and monitor implementation of Transportation Master Plan recommendations.
- 13. Documented process for annual performance monitoring, review and assessment.
- 14. Context-sensitive County Corridor Design Standards, including draft by-law for adoption by County Council.
- 15. Transit feasibility analysis of a long-range interregional and/or intraregional transit service within the County of Elgin with its local and neighbouring partner municipalities.
- 16. County Cycling Master Plan Update and prioritized implementation hierarchy.
- 17. Active Transportation Design Guidelines and implementation plan including specifications for County corridors and trails.



- 18. Roundabout Feasibility and Consideration Process with accompanying Roundabout Screening Tool.
- 19. Traffic volume/capacity ratio calculations in 5-year increments until the Medium-term.
- 20. Provide trip times between growth centres in the County and transit nodes in the County, and between neighbouring municipalities.
- 21. Provide existing commuter volumes and volumes in 5-year increments until the medium term between transit nodes as well as growth centres in the County; and
- 22. Mapping in County compatible software: ESRI Flat File Geodatabase format (preferred) or ESRI Shapefile format (Projection: HAD 83 Zone 17N)

2.8 <u>Timeline</u>

This project will commence on March 16, 2021 and shall be complete no later than March 15, 2022.

2.9 **Documents and Guidelines**

Several documents are available to support the development of the Transportation Master Plan. Please see Section 5.0 - Appendices.

2.10 **Software**

Proponent's shall identify the type of any specialized Transportation Planning Software utilized in completion of the work. Text documents are required in Word and PDF formats.



SECTION 3.0 - PROPOSAL REQUIREMENTS

3.1 **Proposal Submissions**

ELECTRONIC PROPOSAL SUBMISSIONS ONLY, shall be received by the Bidding System. The Proposal Submission shall comprise of **two (2) separate proposal submission files** as detailed in section 3.2

Hardcopy submissions not permitted.

This RFP is a two-stage submission and requires that pricing be included separately as Part 2. Any submissions which contain pricing information in the Technical Proposal (Part 1) will be rendered informal and will be disqualified. All information related to fees/pricing must be submitted in Part 2 only.

Failure to include the submission requirements may result in your proposal being disqualified.

3.2 <u>Proposal Submission Requirements – Technical Proposal (Part 1)</u>

Proponents shall upload a PDF Proposal Submission to the Bidding System.

The submission shall be no longer than twenty (20) single sided pages (Arial 12 font or equivalent), excluding the Curricula Vitae. The submission should include all of the information listed in this Technical Proposal Requirements section.

Each response to a request should clearly identify the section of this RFP to which it is responding (by number and heading). The Proponent should provide information of sufficient scope and depth to demonstrate the ability of the Proponent to deliver the services described in this RFP.

Information submitted is subject to verification, and further pertinent information may be obtained from references.

a) Section 1A: Company Capabilities

Proponents shall provide the following information indicating their company capabilities:

- Company details, size, number of employees;
- Numbers of years in business and company history;
- Current workload of the firm demonstrating the resources and capacity to complete the work;
- Past and current project samples of the firm including the size, value, and complexity;
- Relevant experience in preparing a Transportation Master Plan;
- Confirmation of mapping compatible software as detailed in the RFP;
- Indicate the type of any specialized Transportation Planning Software utilized in completion of the work.



b) Section 1B: Project Team

Proponents shall provide the organizational structure of the project team, the qualifications and relevant experience of key staff including:

- Appropriate level staffing and efficient organizational structure;
- Proposed project manager and project team and the roles and responsibilities of team members;
- List the team members relevant and successful experience in carrying out similar type of project work within the last five (5) years;
- List demonstrated projects completed by the members of the project team at the County/Regional level which resulted in exceptional value to the client.
- List all sub-consultants that will be engaged for this project and the roles and responsibilities for each sub-consultant.

c) Section 1C: References

The Proponent shall provide contact persons, email address and phone numbers for three (3) or more current or recent clients completed within the last five (5) years.

The County may contact any or all of the contacts provided by the Proponent or other representatives from past clients of the Proponent. Historical performance with the County shall be reviewed as a component of the evaluation.

d) Section 2: Approach and Methodology

Describe the proposed approach and methodology to be utilized by the Proponent to meet the project objectives as defined in the RFP including:

- Understanding of Objectives & Scope of Work;
- Identify project specific challenges and/or key issues;
- Clearly define the work plan and project schedule with the use of a matrix, demonstrating
 its conformance to the County requirements and the consultants understanding of the
 project timelines;
- Describe your quality control measures and how they will be utilized to ensure the quality of deliverables, and that the project stays on schedule and on budget;
- Identify any value-added services including environmental initiatives;
- Public and stakeholder communications strategy including potential virtual engagement platforms.

Proponents shall demonstrate an understanding of the specific goals and objectives outlined in the RFP, clearly identify the proposed Scope of Work, and how the Proponent propose to satisfy those requirements.

All information shall be complete and presented in a clear, concise, and well-organized manner. The Proponent shall facilitate this by providing clear table of contents for the proposal submissions and/or forms for completion.



3.3 Financial Submission Requirements - Financial Proposal (Part 2)

NOTE: All information related to fees/pricing must be submitted as Part 2 only.

Provide a breakdown of fees to be charged including meeting costs and all hourly and/or daily rates by individual. In addition, the response must include an upset limit which will be the maximum to be charged for project.

Costs for sub-consultants shall be noted separately.

Fees for incidental disbursements such as mileage, photocopying, etc. must be clearly indicated. Proponents must also state the distance upon which mileage claims would be expensed. Meals are not an allowable expense.

The total estimated cost including disbursements for the work proposed shall be considered in the upset limit. Fees & expenses shall not include contingencies or HST.

The proposal must clearly state which services are <u>not</u> included in your financial pricing submission.

The Financial Proposal (Part 2) will only be unsealed if the Technical Proposal (Part 1) scores a minimum of **60 points out of a possible 80 points** by the evaluation committee.

3.4 **Evaluation Process**

This is a multi-stage evaluation process that considers both the qualifications of the Proponent and price.

Phase I: Technical Proposal

Phase I of this RFP requires that vendors respond to the Technical Proposal Requirements listed in section 3.2.

During this phase of the evaluation process, submissions will be reviewed and evaluated by an evaluation committee through a consensus method based on the evaluation criteria set out in section 3.5.

The disclosure of the allocated weightings for each category/criteria is provided to assist Proponents in preparing a submission that best meets the requirements of the County.

Only submissions which score a minimum of **60 points out of a possible 80 points** in Phase I will have met the established threshold and pass to Phase II and will be given further consideration for award.

Phase II: Financial Proposal

Only those Proponents who have met the established threshold will enter into Phase II. If the Proponent does not meet the minimum criteria, they will not be considered for Phase II or any subsequent award. Pricing will be unsealed and will be calculated according to the example in section 3.6.



Each proposal will be evaluated on its clarity and the demonstrated understanding of the Project requirements, the services proposed and timeframes, as well as the proponent's experience and the anticipated benefit to Elgin County. A short list of firms may be created for purposes of an interview or presentation, should this be required. Proponents may be contacted to explain or clarify their proposals; however, they will not be permitted to alter information as submitted.

An Evaluation Committee will be established from members of the County or any others as deemed necessary.

Proposals will be evaluated on the basis of all information provided by the Proponent. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

Selection of a proposal will be based on (but not solely limited to) the following criteria and any other relevant information provided by the Proponent at the time of submission as well as any additional information provided during subsequent meetings with the Proponent.

In recognition of the importance of the procedure by which a Proponent may be selected, the following criterion outlines the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order). The County reserves the right to evaluate and rank each submission using criterion noted. Actual scores will be confidential.

The County reserves the right to request confidential references for any of the proponent's projects listed, as well as any of the proponent's other projects, and factor the ratings from all references, whether completed or in progress.

3.5 **Evaluation Criteria**

Submissions will be evaluated by an evaluation committee based on the following categories. The disclosure of the allocated weightings for each category is provided to assist in preparing a proposal that best meets the requirements of the County.

By responding to this RFP, Proponents agree to accept the decision of the evaluation committee as final.

Proposals will be evaluated based on the following weighted evaluation factors:

EVALUATION CRITERIA		POINTS AVAILABLE
PHASE	1 – TECHNICAL PROPOSAL	80 POINTS
Part 1	Company Capabilities and Credentials	
	A. COMPANY CAPABILITIES	
	The evaluation will consider the Proponent's company profile as it relates to general corporate details, sub-consultants and the demonstrated capacity of the Proponent to undertake the Work over the duration of the Contract.	5



	B. PROJECT TEAM	4.5
	The evaluation will consider the organizational structure of the project team, the qualifications and relevant experience of key staff	18
	C. REFERENCES	
	The evaluation shall consider reference information received by the County, based on the Proponent's past and current activities over the past 5 years, as well the Proponent's prior record as a Consultant to the County (if applicable).	4
Part 2	Approach & Methodology	
	The evaluation shall consider the proposed approach and methodology to be utilized by the Proponent to meet the project objectives as defined in the RFP. The following will be evaluated:	
	 Understanding of Objectives & Scope of Work; Identify project specific challenges and/or key issues; Work plan and project schedule; Quality control measures; Value-added services including environmental initiatives; 	48
	Public and stakeholder communications strategy	
Part 3	Proposal Quality	
	A. UNDERSTANDING THE COUNTY'S REQUIREMENTS	
	The Proposal shall demonstrate an understanding of the specific goals and objectives outlined in the RFP, clearly identify the proposed Scope of Work, and how the Proponent propose to satisfy those requirements.	2.5
	B. ORGANIZATION	
	All information shall be complete and presented in a clear, concise, and well- organized manner. The Proponent shall facilitate this by providing clear table of contents for the proposal submissions and/or forms for completion.	2.5
PHASE 2	2 – FINANCIAL PROPOSAL	20 POINTS
The pro	posed cost to provide the services described.	20 points
TOTAL (CUMULATIVE POINTS	100 POINTS

3.6 Ratings

For consistency, the following table describes the characteristics attributable to particular scores between 0-10.

0	Unacceptable	Did not submit information
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1-2	Very Unsatisfactory	Very poor to unsatisfactory
3	Unsatisfactory	Minimally addresses some, but not all of the requirement of the criteria. Lacking in critical areas
4	Somewhat Unsatisfactory	Addresses most of the requirements of the criteria to the minimum acceptable level. Lacking in critical areas.
5	Somewhat Satisfactory	Addresses most, but not all, of the requirements of the criteria to the minimum acceptable level. May be lacking in some areas that are not critical.
6	Satisfactory	Adequately meets most of the requirements of the criteria. May be lacking in some areas that are not critical.
7	Basic	Meets all requirements of the criteria, basic response.
8	Good	Somewhat exceeds the requirements of the criteria.
9	Excellent	Exceeds the requirements of the criteria in ways that are beneficial.
10	Outstanding	Proposal exceeds the requirements of the criteria in superlative ways / very desirable.

The firms achieving the minimum score identified will be shortlisted and Phase 2 of the evaluation will be unsealed for consideration.

The lowest cost proposed shall be awarded the full amount of points available for the fee portion of the evaluation. All higher proposals shall be awarded points, rounded to the closest full point for the cost portion of the evaluation by the following:

Lowest Cost ÷ Proposed Cost x Maximum Points = Total Cost Points.

It should be emphasized that pricing/cost is only one of the factors being considered in determining the successful Proponent.

In submitting a proposal, the Proponent acknowledges the County's right to accept other than the lowest priced proposal and expressly waives all rights for damages or redress as may exist in common law stemming from the County's decision to accept a proposal which is not the lowest price proposal, if it is deemed to be in the County's best interest to do so.

All qualified proposal submissions will be reviewed and evaluated. Additional information may be requested if necessary.

Only the proposal response and Curricula Vitae requested will be evaluated. Proponents must include all relevant information in the required page limit restriction identified in section 3.2.



3.7 **Presentation and Interview**

The County may have the two highest scoring Proponents attend an interview to present the evaluation team with additional insight into the Proponent's ability to meet the requirements as requested in the RFP. The County reserves the right to interview more or fewer than two Proponents based on the scoring results. Note- If the County elects to interview short listed proponents, the proposed Project Manager is required to attend.

The interviews would be conducted by the representatives of the Evaluation Committee at the County Administration Building, 450 Sunset Drive, St. Thomas, Ontario N5R 5V1. Senior staff members to be assigned to this project must be in attendance at the interview.

Presentations shall follow this general format:

- Introduction of Proponents Project Team (5 minutes)
- Proponent Presentation of the Proposal (15 minutes)
- Questions from Interview Committee (10 minutes)
- Questions from Proponents (5 minutes)

The Proponents will be notified of the final format and exact date and time for interviews / presentations in advance.

For the interview portion of the evaluation (if required), the County of Elgin will be using the rating criteria shown below and will evaluate each short-listed Proponent only.

Interview Criteria and Weighting (Second Stage if required):

Criteria Category	Weighted Points
Presentation	25
Response to Questions	10
Total Weighted Points	35

The score from the proposal evaluations and the Interview will be combined to determine an overall score.



SECTION 4.0 - GENERAL CONDITIONS

4.1 Rights of the County

The County is not liable for any costs incurred by the Proponent in the preparation of their response to the RFP or selection interviews, if required. Furthermore, the County shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the County of any proposal or by reason of any delay in the award of the contract.

The County reserves the right to accept any proposal, in whole or in part, that it feels most fully meets the selection criteria. Therefore, the lowest cost proposal, or any proposal may not necessarily be accepted. County staff shall evaluate all compliant proposals received by the closing time and make evaluations and recommendations for acceptance.

The County reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the Request for Proposal.

The County reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of the contract.

The County reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the County. This Request for Proposal should not be considered a commitment by the County to enter into any contract.

The County reserves the right to enter into negotiations with the selected Proponent. If these negotiations are not successfully concluded, the County reserves the right to begin negotiations with the next selected Proponent.

Proposals shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

In the event of any disagreement between the County and the Proponent regarding the interpretation of the provisions of the Request for Proposal, the Director of Financial Services or an individual acting in that capacity, shall make the final determination as to interpretation.

No proposal shall be accepted from any person or Proponent who, has a claim or has instituted a legal proceeding against the County or against whom the County has a claim or has instituted a legal proceeding, without the prior approval of County Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.



4.2 **Conflict of Interest**

The Proponent declares that no person, firm or corporation with whom or which the Proponent has an interest, has any interest in this RFP or in the proposed contract for which this proposal is made.

The Proponent further declares that no member of the Council of the County and no officer or employee of the County will become interested directly or indirectly as a contracting party, partner, shareholder, surety, or otherwise in or in the performance of the Contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.

Should the Proponent feel that a conflict of interest or potential conflict of interest exists; the Proponent must disclose this information to the County prior to the submission of a proposal. The County may, at its discretion, delay any evaluation or award until the matter is resolved to the County's satisfaction. The County may allow a conflict of interest or potential conflict of interest to exist if it is satisfied that there are adequate safeguards in place and if the County determines that it is in its best interests to do so.

The County reserves the right to disqualify a proposal where the County believes a conflict of interest or potential conflict of interest exists.

4.3 **Modified Proposals**

In the event that a preferred proposal does not entirely meet the requirements of the County, the County reserves the right to enter into negotiations with the selected Proponent, to arrive at a mutually satisfactory arrangement and to make any modifications to the proposal as are in the best interests of the County.

4.4 **Disqualification of Proponents**

More than one Proposal from an individual firm, partnership, corporation or association under the same or different names will not be considered. A Proponent shall not discuss or communicate, directly or indirectly with any other Proponent, any information whatsoever regarding the preparation of its own Proposal or the Proposal of the other Proponent. Proponents shall prepare and submit Proposals independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect with any other Proponent. Collusion between Proponents will be sufficient for rejection of any Proposals so affected.

4.5 **Confidentiality**

The proposal must not be restricted by any statement, covering letter or alteration by the Proponent in respect of confidential or proprietary information. The County will treat all proposals as confidential. The County will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its retention by-law pursuant to the Municipal Act, in respect of all proposals. All Public Reports approved by the Council of the County will become public information.



4.6 **Proposal Assignments**

The successful Proponent will not be permitted to assign or transfer any portion of the proposal as submitted or the subsequent agreement without prior written approval from the County.

4.7 **Purchasing Policy**

Submissions will be solicited, received, evaluated, accepted and processed in accordance with the County's Purchasing Policy as amended from time to time. In submitting a proposal in response to this RFP, the Proponent agrees and acknowledges that it has read and will be bound by the terms and conditions of the County's Purchasing Policy. The Purchasing Policy can be viewed on the County's website, www.elgincounty.ca

4.8 **Failure to Perform**

Failure to comply with all terms and conditions of this proposal, and failure to supply all documentation, as required herein, shall be just cause for cancellation of the award. The County shall then have the right to award this contract to any other Proponent or to re-issue this RFP.

4.9 **Award and Agreement**

The Proponent that fully meets the requirements and scores the highest based on the evaluation criteria, will be recommended for award. Once the award is made and approved by the County or County Council, the report recommending such award including the total cost of the awarded project shall be a matter of public record, unless otherwise determined by Council.

A written agreement, prepared by the County shall be executed by the County and the successful Consultant. The complete proposal package submitted by the successful proponent, together with the entire Request for Proposal documents prepared by the County of Elgin, shall form part of the Agreement (see attached sample of agreement in Appendix A).

4.10 **Insurance Requirements**

Any agreement resulting from this RFP will contain the following insurance requirements:

- a) Comprehensive general liability insurance including bodily injury, property damage liability, personal injury liability, completed operations liability, blanket contractual liability, non-owned automobile and shall contain a severability of interest and cross liability clause to a limit of no less than five million (\$5,000,000) dollars in respect to any one occurrence. The above-mentioned policy shall be endorsed to include the County of Elgin as an Additional Insured.
- b) Professional Liability insurance covering all activities as described in the Proponent's proposal to a limit of no less than two million (\$2,000,000) dollars per claim and in the aggregate. Such insurance shall provide coverage for errors and omissions made by the professional in the rendering of, or failure to render, professional services in connection with the Agreement. Upon completion of the work the policy shall remain in force for twelve (12) months.



The Proponent must confirm that any property damage, personal injury or bodily injury resulting from an error or omission is considered an insurable loss whether coverage is under the Comprehensive General Liability Policy or the Professional Liability Policy (Errors & Omissions).

- c) Standard OAP 1 Automobile liability policy in the amount of two million (\$2,000,000) dollars.
- d) The aforementioned policies of insurance shall contain or shall be subject to the following terms and conditions:
 - be written with an insurer licensed to do business in Ontario;
 - be non-contributing with, and will apply only as primary and not excess to any other insurance or self-insurance available to Elgin County;
 - contain an undertaking by the insurer to notify the County in writing not less than sixty (60) days before any material change in risk or cancellation of coverage.
 - > any deductible amounts shall be borne by the Proponent.
 - Prior to the execution of the Agreement and within fifteen (15) business days of the placement, renewal, amendment, or extension of all or any part of the insurance, the Proponent shall promptly provide Elgin County with confirmation of coverage insurance and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the Agreement.

4.11 Indemnification

The successful Proponent shall indemnify and hold harmless the County of Elgin, its officers, County Council, Employees and volunteers from and against any liabilities, claims, expenses, demands, loss, cost, damages, suits or proceedings by whomsoever made, directly or indirectly arising directly or indirectly by reason of a requirements of this agreement save and except for damage caused by the negligence of the County or their employees.

4.12 WSIB Requirements

The successful proponent shall furnish a WSIB Clearance Certificate <u>prior</u> to commencement of work and agrees to maintain their WSIB account in good standing throughout the contract period.

If the successful Proponent is a self-employed individual, partner or executive officer who does not pay WSIB premium and is recognized by WSIB as an "independent operator" a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the County of Elgin prior to commencement of work.

4.13 Compliance with the Accessibility for Ontario with Disabilities Act 2005

The Proponent shall ensure that all its employees and agents receive training regarding the requirements as outlined in the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) as well as the Ontario Human Rights Code. The Proponent is responsible to ensure that all of its employees, volunteers and others for which the Proponent is responsible are adequately trained.



In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005 Integrated Accessibility Standards Regulation (Ontario Regulation 191/11)*, the County requires content created for the municipality that is to be posted on our website to be provided in a format which is compliant with WCAG 2.0 Level AA requirements. As required under Section 14 of the regulation, any content published on our website after January 1, 2012 needs to be compliant with the WCAG requirements by the timelines set out in the Regulation. It is the successful Proponent's responsibility to produce the required documents in an accessible format

4.14 **Disqualification**

The County may, in its sole discretion, disqualify a proposal or cancel its decision to make an award under this RFP, at any time prior to the execution of the Agreement by the county, if,

- the Proponent fails to cooperate in any attempt by the County to verify any information provided by the Proponent in its proposal;
- the Proponent contravenes one proposal per Person or Entity;
- the Proponent fails to comply with the laws of Ontario or of Canada, as applicable;
- the Proposal contains false or misleading information;
- the Proposal, in the opinion of the County, reveals a material conflict of interest;
- the Proponent misrepresents any information contained in its proposal.

4.15 Record and Reputation

Without limiting or restricting any other right or privilege of the County and regardless of whether or not a proposal or a Proponent otherwise satisfies the requirements of this RFP, the County may disqualify any proposal from any Proponent, where;

- In the opinion of the County Solicitor or the Purchasing Coordinator for the County, the commercial relationship between the Corporation of the County of Elgin and the Proponent has been impaired by the prior and/or current act(s) or omission(s) of each Proponent, including but not limited to:
 - a) Litigation with the County;
 - b) The failure of the Proponent to pay, in full, all outstanding accounts due to the County by the Proponent after the County has made demand for payment;
 - The refusal to follow reasonable directions of the County or to cure a default under a contract with the County as and when required by the County or it's representatives;
 - d) The Proponent has previously refused to enter into an Agreement with the County after the Proponent's proposal was accepted by the County;
 - e) The Proponent has previously refused to perform or to complete performance of contracted work with the County after the Proponent was awarded the contract;
 - f) Act(s) or omission(s) of the Proponent has resulted in a claim by the County under a bid bond, a performance bond, a warranty bond or any other security required to be submitted by the Proponent on an RFP within the previous five years.



In the opinion of County Council or the Chief Administrative Officer, or their designate, there are reasonable grounds to believe that it would not be in the best interests of the County to enter into an Agreement with the Proponent, for reasons including but not limited to the conviction or finding of liability of or against the Proponent or its officers or directors and any associated entities under any taxation legislation in Canada, any criminal or civil law relating to fraud, theft, extortion, threatening, influence peddling and fraudulent misrepresentation, the Environmental Protection Act or corresponding legislation in other jurisdictions, any law regarding occupational health or safety or the Securities Act or related legislation.

4.16 **Proponent's Costs**

The Proponent shall bear all costs and expenses incurred by the Proponent relating to any aspect of its participation in this RFP process, including all costs and expenses related to the Proponent's involvement in;

- the preparation, presentation and submission of its proposal;
- the Proponent's attendance at the Proponent's meeting;
- due diligence and information gathering processes;
- site visits and interviews;
- preparation of responses to questions or requests for clarification from the County;
- preparation of the Proponent's own questions during the clarification process; and,
- agreement discussions.

The County is not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances, regardless of the conduct or outcome of the RFP Process, including the rejection of all proposals or the cancellation of the RFP, and including any negligence of the County in the conduct of the RFP process.

4.17 Legal Matters and Rights of the County

This RFP is not an offer to enter into either a bidding contract (often referred to as "Contract A") or a contract to carry out the project (often referred to as "Contract B"). Neither this RFP nor the submission of a proposal by a Proponent shall create any contractual rights or obligations whatsoever on either the Proponent or the County.

The County may at its sole discretion change or discontinue this RFP process at any time whatsoever. The County may in its sole discretion enter into negotiations with any person, whether or not that person is a Proponent or a Short-Listed Proponent with respect to the work that is the subject of this RFP.

The County may at its sole discretion decline to evaluate any proposal that in the County's opinion is incomplete, obscure or does not contain sufficient information to carry out a reasonable evaluation.

Without limiting the generality of the RFP, the County may at its sole discretion and at any time during the RFP process;



- reject any or all of the Proposals;
- accept any Proposal;
- if only one Proposal is received, elect to accept or reject it;
- elect not to proceed with the RFP;
- alter the timetable, the RFP process or any other aspect of this RFP; and
- cancel this RFP and subsequently advertise or call for new Proposals for the subject matter of this RFP.

In addition to and notwithstanding any other term of this RFP, the County shall not be liable for any damages resulting from any claim or cause of action, whether based upon an action or claim in contract, warranty, equity negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise of the County and including any claim for direct, indirect or consequential damages, including but not limited to damages for loss of profit, loss of reputation, injury to property and bodily injury that results from the Proponents' participation in the RFP process, including but not limited to;

- the disclosure of a Proponent's confidential information;
- the costs of preparation of a Proponents Proposal, whether it is accepted, disqualified or rejected;
- any delays, or any costs associated with such delays, in the RFP process;
- any errors in any information supplied by the County to the Proponents;
- the cancellation of the RFP; and
- the award of the contract to a Proponent other than the Proponent recommended by the Proposal Review Committee.

4.18 Human Rights, Harassment and Occupational Health and Safety

The Proponent shall be required to comply with the County's policies regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety as well as all Provincial and Federal laws, regulations and guidelines regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety.

4.19 **Clarification**

The County may require the Proponent to clarify the contents of its proposal, including by the submission of supplementary documentation, or seek a Proponent's acknowledgement of the County's interpretation of the Proponent's proposal.

The County is not obliged to seek clarification of any aspect of a proposal.

4.20 **Supplementary Information**

The County may, in its sole discretion, request any supplementary information whatsoever from a Proponent after the submission deadline including information that the Proponent could or should have submitted in its proposal prior to the submission deadline. The County is not obliged to request supplementary information from a Proponent.



4.21 **Default / Non-Performance**

The County will reserve the right to determine "non-performance" or "poor quality" of service and further reserves the right to cancel any or all of this contract at any time should the Proponent's performance not meet the terms and conditions of the RFP upon 30 days written notification to the Proponent.

"Non-performance" shall mean the failure to meet the complete terms and conditions of this Contract including, but not limited to, the response time. In the event of such cancellation, the County retains the right to claim damages as a result of such default.

If the County terminates the Contract, it is entitled to:

- a) withhold any further payment to the Proponent until the completion of the work and the expiry of all obligations under the Contract; and
- b) recover from the Proponent any loss, damage and expense incurred by the County by reason of the default (which may be deducted from any monies due or becoming due to the Proponent).



SECTION 5.0 - APPENDICIES

The following documents are provided as information and are available for download via the link provided or in the documents section in the Bidding System.

- 1. County of Elgin Official Plan (2015)
- 2. County of Elgin Transportation Asset Management Plan
- 3. Elgin-St. Thomas Cycling Master Plan (2014)
- 4. AADT Historical Summary 2020
- 5. AADT Map 2020 (accessible through following link): https://www.arcgis.com/apps/opsdashboard/index.html#/0cf9e9526ea84fd1922458ce38782320
- 6. Asset Management Metadata and Proposed 10-Year Capital Plan
- 7. Proposed 10-Year Capital Project Map (accessible through following link): https://elgin-county.maps.arcgis.com/apps/webappviewer/index.html?id=248b1d5af1e54fc594702bd46f725702
- 8. County of Elgin Economic Development & Tourism Work Plan 2021
- 9. County of Elgin Road Occupancy Permit By-Law No. 99-02
- 10. County of Elgin Roads Plan and Policies

Note: Copy and paste the link provided in Google Chrome if the link does not work.



APPENDIX A - SAMPLE AGREEMENT

THIS AGREEMENT made in effective this XXXX day of XXXXXXX, 2021.

BETWEEN:		
	CORPORATION OF THE COUNTY OF ELGIN	
	(hereinafter called "County")	
		OF THE FIRST PART
- AND -		
	(hereinafter called "Consultant")	
		OF THE SECOND PART

WHEREAS on <Insert Date>, the County issued Request for Proposal No. <Insert #> and Addendum No. <X> dated <Insert Date> for <Insert Project Name> for the County of Elgin (the "RFP");

AND WHEREAS on <Insert Date> the Consultant submitted a proposal in response to the RFP (the "proposal");

AND WHEREAS the County wishes to enter into an agreement with the Consultant for the services, as more particularly described in the RFP Terms of Reference, attached hereto as Schedule A forming part of this Agreement (the "Services");

NOW THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00) now paid by the Consultant to the County and performance of the promises, obligations and covenants herein contained, the receipt and sufficiency of which consideration is hereby irrevocably acknowledged, the Parties hereto covenant and agree as follows:

ARTICLE 1

The Consultant shall provide the Services set forth in Schedule "A" hereto, including but not limited to satisfaction of all Evaluation and Service Requirements and Qualifications and Requirements as set forth therein; provided that, if there should be any conflict between the text of this Agreement and the provisions of the said Schedule "A", the text of this Agreement shall prevail.

ARTICLE 2

The County covenants with the Consultant that the Consultant, having in all respects complied with the provisions of this Agreement, will be paid for and in respect of all the work, at the quoted rates or lump sum amount as summarized below:

- \$XX.00 per XXX for the period of <Insert Date> to <Insert Date>
- OR State Lump Sum Amount



ARTICLE 3

The Term of this Agreement is for a three-year term, deemed to commence on or about **<Insert Date>** and expire on **<Insert Date>**; provided further that the County, in its unfettered discretion, may extend the within Agreement up to an additional XXX (X) years upon mutual agreement between both Parties.

ARTICLE 4

A copy of each of the Terms of Reference and Addendum No. XX are hereto annexed (as Schedule A) and together with the Consultant Proposal, General Conditions, Proposal Requirements and Information for Proponents relating to the work contemplated herein, even though not attached, all as listed in the RFP document, form part of and are deemed to be incorporated into this Agreement.

ARTICLE 5

In case of any inconsistency or conflict between the provisions of this Agreement and the Terms of Reference or General Conditions or RFP or any other document or writing, the provisions of such documents shall take precedence and govern in the following order, namely:

- a) Agreement;
- b) Addenda;
- c) Terms of Reference;
- d) Consultant Proposal;
- e) General Conditions;
- f) Proposal Requirements;
- g) Information to Proponents.

ARTICLE 6

Either Party may terminate this Agreement at any time, without notice or creation of any right to compensation or damages, for just cause, which shall include, without limitation, dishonesty, fraud, willful deceit or failure to properly fulfill the obligations hereunder where such failure is not remedied within ten (10) days after notice of same is given.

Notwithstanding that set forth immediately above, either Party hereto may terminate this Agreement, for convenience and without creating any right to compensation or damages, upon giving at least ninety (90) days written notice to the other Party.

ARTICLE 7

The Consultant shall indemnify and save harmless the County, including it elected officials, officers, employees and agents and further including their respective heirs, executors, administrators, and assigns (hereinafter collectively the "Releasees") from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs as between a solicitor and his or her



own client), interest, or damages of every nature and kind whatsoever as arising from the negligence, errors, omissions, fraud, or willful misconduct of the Consultant, including its officers, employees, servants, agents, and consultants or sub-consultants, or any one or combination of them, as attributable or connected with the performance, non-performance, or purported performance by the Consultant of any promise, obligation, or covenant as contemplated by this Agreement, save and except to the extent that same is attributable to or caused by the negligence of the County, its officers, employees, servants, agents, or consultants or sub-consultants, or any one or combination of them. Furthermore, this indemnity shall survive the expiration or termination of this Agreement and continue thereafter in full force and effect.

ARTICLE 8

This Agreement together with its Schedule constitutes the entire understanding between the Parties. Any change, addition to, or waiver of the terms hereof must be specifically agreed upon, in writing, and signed by both Parties. Failure on the part of either Party to insist upon the strict observance of any of the terms and/or conditions herein shall not operate as a waiver of such Party's right to require the future observance of any such terms or conditions.

ARTICLE 9

The Consultant declares that it has either investigated for itself the character of the work and all local conditions that might affect the proposal or acceptance of the work, or that not having so investigated, it is willing to assume and does hereby assume all risk of conditions arising or developing in the course of the work which might or could make the work, or any items thereof, more expensive in character or more onerous to fulfill, than was contemplated or known when the proposal was made of the Contract signed. The Consultant also declares that it did not and does not rely upon information furnished by any methods whatsoever, by the County or its officers or employees, being aware that any information from such sources was and is approximate and speculative only, and was not in any manner warranted or guaranteed by the County.

ARTICLE 10

Where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other, it shall be deemed sufficiently given or made if mailed or delivered in writing to such party at the following addresses:

COUNTY:	Corporation of the County of Elgin	
	450 Sunset Drive	
	St. Thomas, ON N5R 5V1	
CONSULTANT:		



Either Party may from time to time change its address for service by notice to the other Party as previously set out.

For the purposes immediately set forth above, Notices which are served in the manner as set out above shall be deemed sufficiently given for all purposes of this Agreement, in the case of those personally served directly upon the Party to be deemed to have been completed upon the date of service, and in the case of registered mail, on the third postal delivery day following the mailing of the Notice. Should normal service of mail be interrupted by strikes, slowdown or other cause, then the Party sending the Notice shall use any similar service which is not been so interrupted in order to secure prompt receipt of the Notice and for purposes of this Agreement such service shall be deemed to be personal service.

ARTICLE 11

This Agreement shall not be assigned, in whole or in part, by either Party hereto without the prior written consent of the other Party.

ARTICLE 12

This Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario and, when applicable, the Dominion of Canada.

ARTICLE 13

All obligations under this Agreement shall be considered a separate covenant and any declaration of invalidity of any such covenant shall not invalidate any other such covenant.

ARTICLE 14

The Contract shall apply to and be binding on the parties hereto, their heirs, executors, successors, administrators, and assigns jointly and severally.

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ARTICLE 15

This Agreement may be executed in several counterparts, each of which, when so executed, shall constitute but one and the same document. This Agreement may also be signed in paper form, by facsimile signature or by electronic signature in accordance with section 11 of the Electronic Commerce Act, 2000 (Ontario). It may also be signed, whether or not in counterpart, scanned to Adobe® Portable Document Format (PDF) and delivered by way of electronic mail.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals on the day and at the location indicated below or otherwise caused their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

) Corporation of the County of Elgin
)
)) Per:
Date:) Name: Tom Marks
) Position: Warden
 Location)
Location) Per:
) Name: Julie Gonyou
) Position: Chief Administrative Officer
) We have the authority to bind the Corporation)
) <insert consultant="" name=""></insert>
)
) Per:
Date:) Name:
) Position:
)
Location) I have the authority to bind the Corporation





View Details

Bid Details

Bid

Classification:

Services

Bid Type: Request For Proposal

Bid Number: 2021-P04

Bid Name: Transportation Master Plan (TMP)

Bid Status: Closed

Bid Closing

Wed Feb 17, 2021 3:00:59 PM (EST)

Date: Question

Wed Feb 10, 2021 4:30:00 PM (EST)

Deadline:

Time-frame for

delivery or the duration of the

Refer to project document

contract:

Negotiation Type:

Refer to project document

Condition for Participation:

Refer to project document

Electronic

Not Applicable

Auctions: Language for

Bid

English unless specified in the bid document

Submissions:

Submission

Online Submissions Only

Type: Submission Address:

Online Submissions Only

Public Opening: No

Description:

The County of Elgin is requesting Proposals for the provision of a multi-disciplinary Consultant with expertise in comprehensive transportation planning (including transit), environmental review and public consultation to prepare a

Transportation Master Plan which will follow a Transportation Master Plan Study approach under the Municipal Class

Environmental Assessment (EA) Process.

Access:

Bid Document Bid document preview, bid opportunity, and award notices are available on the site free of charge. Proponents are not required to register for a bid opportunity prior to previewing the bid documents. To obtain an

unsecured version of the bid document and/or to participate in this opportunity, an annual or a per bid fee

must be paid (annual fee - \$180.25, per bid fee - \$53.95).

Trade

Agreements:

CFTA Categories: Show Categories [+]

Register for this Bid

Download Bid Documents

Transportation Master Plan - RFP Document (Final)

Thursday January 14, 2021 10:41 AM

County of Elgin Official Plan

Thursday January 14, 2021 10:34 AM

Transportation Asset Management Plan

Wednesday January 13, 2021 04:27 PM

Final Cycling MP Report-Sept 2014

Wednesday January 13, 2021 04:28 PM

2020 Cycling Master Plan Update

Wednesday January 13, 2021 04:29 PM

2020 Cycling Master Plan Map - Revised

Wednesday January 13, 2021 04:31 PM

AADT Historical Summary

Wednesday January 13, 2021 04:32 PM

Asset Management Metadata & Proposed 10-Yr Capital Plan

Wednesday January 13, 2021 04:32 PM

Elgin County Economic Development Plan

Wednesday January 13, 2021 04:33 PM

Road Occupancy Permit By-Law 99-02

Wednesday January 13, 2021 04:33 PM

Roads Plan and Policies

Wednesday January 13, 2021 04:34 PM

Addenda

File Name

Addendum 1

Monday February 8, 2021 12:12 PM

Bridge & Culvert Report - Sept 14-2019

Monday February 8, 2021 12:14 PM

Final Report Notes

Monday February 8, 2021 12:14 PM

Summary Changes Table

Monday February 8, 2021 12:15 PM

Bridge Reports

Monday February 8, 2021 12:19 PM

Culvert Reports

Monday February 8, 2021 12:28 PM

OSIM Bridge 99A Revised

Monday February 8, 2021 12:33 PM

Addendum 2

Thursday February 11, 2021 11:54 AM

Purchasing Representatives

Employee

Hoogstra, Mike

Company	Contact	Results
BT Engineering Inc.	Scott, Katherine 100 Craig Henry Drive, Suite 201, Ottawa ON, Canada K2G 5W3	
GHD Limited	Atherfold, Christine 455 Phillip Street, Waterloo Ontario, Canada N2L 3X2	
IBI Group Professional Services (Canada) Inc.	Desroches, Sylvie 55 St. Clair Avenue West, Toronto Ontario, Canada M4V 2Y7	
Paradigm Transportation Solutions Limited	Chartier, Gene 5A-150 Pinebush Road, Cambridge Ontario, Canada N1R 8J8	
R.J. Burnside & Associates Limited	Hallman, Mark 15 Townline, Orangeville ON, Canada L9W 3R4	
R.V. Anderson Associates Limited	Swift, Leah 2001 Sheppard Avenue East, Toronto ON, Canada M2J 4Z8	
Stantec Consulting Ltd.	Ontario, Opportunities 100-300 Hagey Boulevard, Waterloo Ontario, Canada N2L0A4	
Trans-Plan Inc	TransPlan, Administration 785 Dundas Street West, Toronto Ontario, Canada M6K3E7	
WSP Canada Inc.	Gregory, Jennifer 100 Commerce Valley Dr W, Thornhill ONTARIO, Canada L3T 0A1	

Plan Takers

The following are the plan takers for the bid:

Company	Contact	
AECOM Canada Ltd.	Ioannides, Natalie 105 Commerce Valley Drive West, 7th Floor, Markham Ontario, Canada L3T 7W3	
BT Engineering Inc.	Scott, Katherine 100 Craig Henry Drive, Suite 201, Ottawa ON, Canada K2G 5W3	
CIMA Canada Inc.	Fox, Lauren 5935 Airport Road, Mississauga Ontario, Canada L4V 1W5	

Dillon Consulting Limited	Toso, Ina 235 Yorkland Boulevard, Toronto Ontario, Canada M2J 4Y8
GeoVerra Inc.	Durand, Kyla 17327 106A Avenue, Edmonton Alberta, Canada T5S 1M7
GHD Limited	Atherfold, Christine 455 Phillip Street, Waterloo Ontario, Canada N2L 3X2
HDR Corporation	Services, Marketing 100 York Blvd, Richmond Hill Ontario, Canada L4B 1J8
IBI Group Professional Services (Canada) Inc.	Desroches, Sylvie 55 St. Clair Avenue West, Toronto Ontario, Canada M4V 2Y7
J.L. Richards & Associates Limited	JLR, RFP 864 Lady Ellen Place, Ottawa Ontario, Canada K1Z 5M2
Paradigm Transportation Solutions Limited	Chartier, Gene 5A-150 Pinebush Road, Cambridge Ontario, Canada N1R 8J8
R.J. Burnside & Associates Limited	Hallman, Mark 15 Townline, Orangeville ON, Canada L9W 3R4
R.V. Anderson Associates Limited	Swift, Leah 2001 Sheppard Avenue East, Toronto ON, Canada M2J 4Z8
Stantec Consulting Ltd.	Ontario, Opportunities 100-300 Hagey Boulevard, Waterloo Ontario, Canada N2L0A4
Trans-Plan Inc	TransPlan, Administration 785 Dundas Street West, Toronto Ontario, Canada M6K3E7
Wood Canada Limited	MacQueen, Nicole 50 Troop Avenue, Dartmouth Nova Scotia, Canada B3B 1Z1
WSP Canada Inc.	Gregory, Jennifer 100 Commerce Valley Dr W, Thornhill ONTARIO, Canada L3T 0A1

Transportation Master Plan RFP No. 2021-P04

Attachment 3

Evaluation Team Member	Position	Evaluation Complete	Conflict of Interest
Brian Lima	Director of Engineering Services	Yes	No
Peter Dutchak	Deputy Director of Engineering Services	Yes	No
Mike Hoogstra	Purchasing Coordinator	Yes	No



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services

Mike Hoogstra, Purchasing Coordinator

DATE: March 5, 2021

SUBJECT: Administration Building and Elgin Manor Roof Replacement Project - Tender No. 2021-T07

Tender Award

RECOMMENDATIONS:

THAT E-D Roofing Ltd. be selected for the Administration Building and Elgin Manor Roof Replacement Project, Tender No. 2021-T07 at a total price of \$328,265.41 inclusive of a \$19,000 contingency allowance and exclusive of HST; and,

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

INTRODUCTION:

As part of the approved 2021 Capital Budget, a tender was advertised and issued as per the County's Procurement Policy for the Administration Building and Elgin Manor Roof Replacement Project.

DISCUSSION:

A total of fifteen (15) contractors downloaded tender documents for this project. Seven (7) contractors submitted bids for this tender which closed on March 5, 2021. Bids were received as follows:

Company	Bid Price (inclusive of contingency, exclusive of HST)
E-D Roofing Ltd	\$328,265.41
Keller Roofing & Sheet Metal Inc.	\$436,648.00
Atlas-Apex Roofing Inc.	\$456,111.00
T Hamilton & Son Roofing Inc.	\$485,649.00
Semple Gooder Roofing Corporation	\$525,485.00
Triumph Roofing & Sheet Metal Inc.	\$550,325.00
Flynn Canada Ltd.	\$562,282.00

E-D Roofing Ltd submitted the lowest compliant bid for the project at a total price of \$328,265.41 exclusive of HST.

FINANCIAL IMPLICATIONS:

The following summary of projected estimated costs is provided for review and will be confirmed throughout the project:

Construction	\$ 328,265.41
Engineering ¹	\$ 22,000.00
Net HST (1.76%)	<u>\$ 6,164.67</u>
Total Projected Costs	\$ 356,430.08

Combined 2020 and 2021 Approved Capital Budget \$ 399,000.00

Forecast Budget Surplus/(Deficit) \$ 42,569.92

All tenders received were checked by IRC Building Sciences Group and found to be compliant with the tender response requirements. E-D Roofing's bid price is \$51,734.59 (13.6%) lower than the County's consultant Pretender Estimate of \$380,000.00.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
☑ Ensuring alignment of current programs and services with community need.	☐ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	⊠ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services
☐ Exploring different ways of addressing community need.	☐ Fostering a healthy environment.	now and in the future. ☑ Delivering mandated
☑ Engaging with our community and other stakeholders.	☐ Enhancing quality of place.	programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None.

¹Includes detailed design, tender preparation, construction administration, and inspection services.

COMMUNICATION REQUIREMENTS:

All staff and Administrative Building tenants, and Elgin Manor residents and family members will be advised of the project and be provided construction progress updates throughout the duration of construction, including advance notice of any facility access or temporary service disruptions.

CONCLUSION:

Work on this project is expected to begin in the spring with completion anticipated sometime in the fall.

As per the County of Elgin's Purchasing Policy, if change orders are required and the cost increases above the tender amount approved by Council by less than 10%, and the amount is within the overall budgeted project amount, work will proceed upon authorization by the Director. However, if the cost increases above the tender amount approved by Council by more than 10%, the Director will prepare a further report to Council outlining the expenditures.

All of which is Respectfully Submitted

Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer

Mike Hoogstra Purchasing Coordinator



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services

Mike Hoogstra, Purchasing Coordinator

DATE: March 23, 2021

SUBJECT: Cold In-Place Asphalt Recycling (Tender No. 2021-T09) and Culvert Rehabilitations (Tender

No. 2021 T10) Tender Awards

RECOMMENDATIONS:

THAT Roto-Mill Inc. be selected to complete Cold In-Place Asphalt Recycling on various roads, Tender No. 2021-T09 at a total price of \$2,790,687.98 exclusive of HST; and,

THAT Gary D. Robinson Contracting Ltd. be selected to complete Culvert Rehabilitations on various roads, Tender No. 2021-T10 at a total price of \$464,030.00 inclusive of a \$25,000 contingency allowance and exclusive of HST; and,

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

INTRODUCTION:

As part of the approved 2021 Capital Budget, tenders were advertised and issued as per the County's Procurement Policy to complete asphalt road recycling and culvert rehabilitations on various roads.

DISCUSSION:

Cold In-Place Asphalt Recycling

As part of the approved 2021 Capital Budget, six (6) roads will be rehabilitated utilizing a Cold In-Place Asphalt Recycling with Expanded Asphalt Material (CIREAM) technique in advance of hot mix asphalt paving.

The following roads are scheduled to be recycled this construction season:

- 1. John Wise Line (CR 45) between Talbot Line and Fingal Line
- 2. Ferguson Line (CR 48) between Wellington Road and Highbury Avenue
- 3. Third Line (CR 18) between Iona Road and Union Road

- 4. Wellington Road (CR 25) between Sunset Road and Reagan Bourne
- 5. Sparta Line (CR 27) between Drake Street and the Village of Sparta+
- 6. Dalewood Road (CR 31) between Ron McNeil Line and Watertower Line

Three (3) contractors submitted bids for this tender which closed on March 12, 2021. Bids were received as follows:

Company	Bid Price (exclusive of HST)
Roto-Mill Inc.	\$2,790,687.98
Coco Paving Inc.	\$3,149,265.00
Miller Paving Limited	\$3,368,099.30

Roto-Mill Inc. submitted the lowest compliant bid for the project at a total price of \$2,790,687.98 exclusive of HST.

Culvert Rehabilitations

As part of the approved 2021 Capital Budget, thirty three (33) culverts will be rehabilitated along Imperial Road (CR 73), Fingal Line (CR 16), Third Line (CR 18) and Dalewood Road (CR 31) in advance of proposed and future road rehabilitation work.

Two (2) contractors submitted bids for this tender which closed on March 11, 2021. Bids were received as follows:

Company	Bid Price (inclusive of contingency, exclusive of HST)
Gary D. Robinson Contracting Ltd.	\$464,030.00
Arenes Construction Ltd.	\$860,576.00

Gary D. Robinson Contracting Ltd. submitted the lowest compliant bid for the project at a total price of \$464,030.00, inclusive of a \$25,000 contingency allowance and exclusive of HST.

FINANCIAL IMPLICATIONS:

The Cold In-Place Asphalt Recycling with Expanded Asphalt Material (CIREAM) tender represents road rehabilitation activities within six (6) different projects within the approved 2021 Capital Budget. Sufficient project funds exist to accommodate the lowest bid received. The following summary of projected estimated costs is provided for review and will be confirmed throughout the project:

CIREAM Tender Value Net HST (1.76%)	\$ 2,790,687.98 \$ 49,116.11
Total Projected Costs	\$ 2,839,804.09
Combined 2021 Capital Budget Allocations ¹	\$ 3,280,643.00
Forecast Budget Surplus/(Deficit)	\$ 440,838.91

¹Cumulative estimated project costs of CIREAM activities within the six identified projects

The approved 2021 Capital Budget has allocated \$400,000 towards culvert rehabilitations and the lowest received bid is in excess of this budgeted amount by \$72,197 (including net HST), however the shortfall includes a \$25,000 contingency allowance and the anticipated project surplus from the CIREAM tender will offset this amount.

Culvert Rehabilitations Tender Value ²	\$	464,030.00
Net HST (1.76%)	<u>\$</u>	8,166.93
Total Projected Costs	\$	472,196.93
2021 Capital Budget Allocation	\$	400,000.00
Forecast Budget Surplus/(Deficit)	\$	(72,196.93)

²Inclusive of a \$25,000 contingency allowance

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
⊠ Ensuring alignment of current programs and services with community need.	☐ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	⊠ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services
 □ Exploring different ways of addressing community need. ☑ Engaging with our community and other stakeholders. 	☐ Fostering a healthy environment.☐ Enhancing quality of place.	now and in the future. Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

Tenders for approved capital projects on County roads were issued and received for Cold In-Place Asphalt Recycling with Expanded Asphalt Material (CIREAM) and Culvert Rehabilitations. This work forms part of seven (7) separate road projects being completed in 2021.

As per the County of Elgin's Purchasing Policy, if change orders are required and the cost increases above the tender amount approved by Council by less than 10%, and the amount is within the overall budgeted project amount, work will proceed upon authorization by the Director. However, if the cost increases above the tender amount approved by Council by more than 10%, the Director will prepare a further report to Council outlining the expenditures.

All of which is Respectfully Submitted

Brian Lima
Director of Engineering Services

Mike Hoogstra Purchasing Coordinator Approved for Submission

Julie Gonyou Chief Administrative Officer



REPORT TO COUNTY COUNCIL

FROM: Stephen Gibson, County Solicitor

Brian Lima, County Engineer

DATE: March 15, 2021

SUBJECT: Telecommunication Equipment Consent

And Road User Agreement

RECOMMENDATIONS:

It is recommended that:

- The within Report to Council, dated March 15, 2021, and entitled "Telecommunication Equipment Consent and Road User Agreement", be received and filed.
- That County Council approve preparation and use of a specialized Telecommunication Equipment Consent and Road User Agreement for installation of telecommunication equipment in County Road Allowances.
- 3. That, without limiting the generality of Recommendation 2 above, County Council approve Permit Fees to include the following:
 - (a) a fee of \$1000.00 for preparation of a Telecommunication Equipment Consent and Road User Agreement;
 - (b) a contract administration fee of \$100.00 for each year of the Term of the Telecommunication Equipment Consent and Road User Agreement;
 - (c) A permit fee of \$200.00 for each telecommunication equipment installation location approved and authorized pursuant to each Permit Application submitted pursuant to a Telecommunication Equipment Consent and Road User Agreement; and
 - (d) An installation fee of \$250.00 per kilometer for each installation or installations for which a permit is issued and authorization granted pursuant to a Telecommunication Equipment Consent and Road User Agreement,

and that such fees and charges be incorporated within the Elgin County Fees and Charges Bylaw.

INTRODUCTION:

The purpose of this Report to Council is to seek approval for preparation and use of a Road User Agreement specific to application for installation of telecommunications equipment within County Road Allowances.

BACKGROUND AND DISCUSSION:

During the course of recent negotiation of a Road User Agreement for installation of telecommunications equipment within a County Road Allowance, the involved proponent inquired as to consideration of a more specialized format under which multiple installations could be authorized based upon a series of permit applications filed and approved over the Term of the Road User Agreement.

It is noted that, in Elgin County, telecommunications installations have been permitted without the benefit of any Road User Agreement, instead utilizing a specific Road Occupancy Permit for each requested installation. Use of this Permit process was based upon an interpretation of the inherent installation entitlements as provided for under the federal Telecommunications Act.

The review of the Permit process and historical utilization thereof raised concerns of adequacy of terms and conditions and, as a result, a decision was made to require use of the formatted Road User Agreement for the telecommunication installation in question.

Staff subsequently secured and has now completed a review and analysis of a precedent copy of a Road User Agreement specific to installation of telecommunications equipment and is satisfied that not only can concerns as to inadequacy of terms and conditions in the Road Occupancy Permit process be addressed but that the approach offers flexibility and convenience to proponents considering multiple telecommunication installations. In this regard, it is noted that the critical elements of the precedent Telecommunications Municipal Access Agreement included the following:

- A Term of the Agreement over which authorization is granted for multiple installations of telecommunication equipment in County road allowances at locations for which separate permit applications are submitted, reviewed, and, if acceptable, granted.
- 2. Requisite consent under the Telecommunications Act (Canada) is granted for the installation(s) approved under each permit that is issued.
- 3. Permit review, approval, and issuance is completed by Engineering Services without the necessity of involvement of Legal Services and/or the negotiation of a new Road User Agreement or amendment of an existing Road User Agreement.

4. Permit fees are charged pursuant to the Fees and Charges Bylaw in effect at the time that each Permit is granted and, as such, are subject to annual review through the Fees and Charges Bylaw process.

If Council approves the approach for preparation and use of an industry-specific Telecommunication Equipment Consent and Road User Agreement, then Engineering Services recommends the following permit fee structure for inclusion within the Fees and Charges Bylaw, commencing during calendar year 2021:

- (a) a fee of \$1000.00 for preparation of a Telecommunication Equipment Consent and Road User Agreement;
- (b) a contract administration fee of \$100.00 for each year of the Term of the Telecommunication Equipment Consent and Road User Agreement;
- (c) A permit fee of \$200.00 for each telecommunication equipment installation location approved and authorized pursuant to each Permit Application submitted pursuant to a Telecommunication Equipment Consent and Road User Agreement; and
- (d) An installation fee of \$250.00 per kilometer for each installation or installations for which a permit is issued and authorization granted pursuant to a Telecommunication Equipment Consent and Road User Agreement,

and that such fees and charges be incorporated within the Elgin County Fees and Charges Bylaw.

FINANCIAL IMPLICATIONS:

Elgin County will continue to collect permit fees in much the same fashion as had been followed under the Road Occupancy Permit process but the setting and review of those fees will be more responsive to current expenses and conditions through annual review of the Fees and Charges Bylaw.

In addition, liability issues will be more properly addressed under the umbrella Telecommunication Equipment Consent and Road User Agreement through inclusion of standard indemnity and insurance provisions.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
☑ Ensuring alignment of current programs and services with community need.	☑ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	⊠ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services
⊠ Exploring different ways of addressing community need.	☐ Fostering a healthy environment.☒ Enhancing quality of	now and in the future. ☑ Delivering mandated programs and services
□ Engaging with our community and other stakeholders.	place.	efficiently and effectively.

Additional Comments: None

LOCAL MUNICIPAL PARTNER IMPACT:

No direct impact.

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

Staff investigated a request for consideration of a Road User Agreement specific to the telecommunications industry and discovered an opportunity which not only improves the current approach to installation of telecommunication equipment within County road allowances but creates a degree of flexibility which is better suited to telecommunication installations at multiple locations as Elgin County encourages and seeks to improve conductivity within its territorial limits. For these reasons, Staff encourages moving forward with this industry-specific approach.

All of which is Respectfully Submitted

Approved for Submission

Stephen Gibson, County Solicitor Julie Gonyou Chief Administrative Officer

Brian Lima, County Engineer



REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

Katherine Thompson, Supervisor Legislative Services

Nancy Pasato, Manager of Planning

DATE: March 15, 2021

SUBJECT: Official Plan 5-Year Review

Engagement Strategy

RECOMMENDATION:

THAT Elgin County Council approve the Official Plan 5-year Review Engagement Strategy.

INTRODUCTION:

The Official Plan is a land use planning document that is a statement of where and how development should take place. The purpose of the 5-year Review of the Official Plan is to ensure that the vision/values, directions, policies, and actions in the Official Plan meet the needs of the community into the future.

At its meeting on March 9th, 2021, the Rural Initiatives and Planning Advisory Committee reviewed and endorsed the Official Plan 5-year Review Engagement Strategy.

The Engagement Strategy is focused on ensuring public engagement is transparent, focused, accessible and will serve as a guiding document detailing the County's approach to external public engagement. The purpose of this report is to seek Council's approval for the Official Plan 5-Year Review Engagement Strategy.

FINANCIAL IMPLICATIONS:

The Engagement Strategy, as presented, will be labour intensive and will require additional costs associated with print materials and advertisements. At this time, costs will be contained within Planning and Legislative Services budgets.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
□ Ensuring alignment of current programs and services with community need.	☑ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	⊠ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services
□ Exploring different ways of addressing community need.	☑ Fostering a healthy environment.☑ Enhancing quality of	now and in the future. ☑ Delivering mandated programs and services
☑ Engaging with our community and other stakeholders.	place.	efficiently and effectively.

Additional Comments:

LOCAL MUNICIPAL PARTNER IMPACT:

Connection with Local Municipal Partners detailed within the Engagement Strategy.

COMMUNICATION REQUIREMENTS:

The Official Plan 5-year Review Engagement Strategy will be posted to the County's Official Plan webpage.

CONCLUSION:

We know that a robust engagement process will result in a stronger, more relevant Official Plan. The Engagement Strategy will aim to make the most of stakeholder's and citizen's problem-solving potential, build community and create advocates for the official plan.

All of which is Respectfully Submitted

Julie Gonyou

Chief Administrative Officer

Katherine Thompson

Supervisor, Legislative Services

Nancy Pasato

Manager of Planning

OFFICIAL PLAN 5-YEAR REVIEW

PUBLIC ENGAGEMENT STRATEGY

2021





Have Your Say!

www.elgincounty.ca/officialplanreview/

Call: 519-631-1460 ext. 183

Email: opreview@elgin.ca

CONTENTS

External Communications & Engagement	3
Background	4
Coordination with Other Projects	5
Our Timelines	6
Purpose	6
Our Vision	7
Our Promise	7
Our Framework	7
Our Process	8
Our Goals	9
Our Actions	10
Our Audience	11
Our Engagement Process	12
Our Objectives	12
Our Plan - Key Messages	17
Communications	18
Evaluation	19
Reporting and Metrics	19
Tactics	21
Place Based	21
Strategic Interviews/Presentations	22
Online	22
Hard-to-Reach	23
In-Person	23

EXTERNAL COMMUNICATIONS & ENGAGEMENT



A robust public engagement process will result in a stronger, more relevant Official Plan. The Communications and Engagement Strategy ("Strategy") will aim to make the most of stakeholder's and citizen's problem-solving potential, build community and create advocates for the Official Plan.

The Strategy is focused on ensuring public engagement is transparent, focused and accessible and will serve as a guiding document detailing the County's approach to external public engagement and includes:

- Background
- Purpose
- Our Vision and Promise
- Our Process
- Opportunities
- Framework
- Target Audience(s)
- Outreach and Communication Tactics
- Performance Metrics

04

BACKGROUND

- •The County of Elgin adopted the current Official Plan (OP) in 2013. The Planning Act (Section 26) requires every municipality to update its Official Plan every five (5) years. Plans must have regard for matters of provincial interest and ensure consistency with the Provincial Policy Statement (PPS).
- •The extent of engagement and participation at various open houses and meetings held during the Official Plan process in 2013 is unknown. The effectiveness of governance and committee support structures in place are also unknown and metrics/measures established upon which to assess the overall success of the engagement process held at the time the Official Plan was approved are not available. A new Strategy has been developed that builds on the County's recent public engagement initiatives.
- •The purpose of an Official Plan Review is to: ensure it reflects the changing needs, opportunities and aspirations of the County; that changes to community vision/values, directions, policies and actions are reflected in the Official Plan; position the County for its next phase of growth until 2046; incorporate new provincial legislation and regulations (such as the new 2020 Provincial Policy Statement; and implement new policy initiatives and plans (such as the Elgin Natural Heritage Study).
- •The County of Elgin is not developing a new Official Plan, we are reviewing the existing Official Plan to determine where updates need to be made.
- •The County's Official Plan policies address important parts of community-building that affect everyone who lives and works in Elgin County, including agriculture, transportation, housing, culture and heritage, the environment and the economy. The various projects in the Official Plan Review program must be coordinated with evolving Provincial legislation and policies.

Elgin County's Official Plan:

- •Makes the public aware of the County's general land use planning principles and policies;
- •Ensures growth is coordinated and meets our community's needs;
- •Helps the community understand how their land may be used now and in the future;
- •Helps decide where development will occur, and where roads and other services will be built;
- •Provides a framework to local municipalities in the preparation of their updated local Official Plans.

Official Plan Amendments and Zoning By-laws;

- •Provides a way to prioritize conflicting land use principles while meeting local, regional and provincial interests; and,
- •Demonstrates Council's commitment to future growth of Elgin County.

BACKGROUND

The County is reviewing the current Official Plan to ensure it reflects the changing needs, opportunities and aspirations of our County. The review process will:

- •Position the County for its next phase of growth until 2046 (time horizon based on 25 years);
- •Incorporate new provincial legislation and regulations;
- •Provides the policy framework for Local Municipal Partners;
- •Implement new policy initiatives and plans (e.g. Transportation Master Plan, Elgin Natural Heritage Study, Emergency Services Master Plan, St. Thomas-Elgin Affordable and Social Housing Strategy);
- Consider new trends, ideas and policy implications; and,
- •Engage with the community and consider community and stakeholder feedback when revising policies, developing new policies and amending the Official Plan.

A significant part of an Official Plan Review is to engage in considerable public and stakeholder consultations regarding the current Official Plan and any proposed changes.

COORDINATION WITH OTHER PROJECTS

There are active projects relating to Elgin County's Official Plan. They include:

- Transportation Master Plan
- Elgin Natural Heritage Study
- •St. Thomas-Elgin Affordable and Social Housing Strategy
- •Emergency Medical Services Master Plan(contingent on funding)

Throughout the OP Review process, we will coordinate with these projects, when possible. This will involve the following strategies:

- •Incorporating lessons learned and building on input received through recent engagement activities;
- Aligning messaging;
- Coordinating engagement activities, when appropriate;
- Distributing communication materials at related events to spread the word; and,
- •Cross-promoting at events or meetings, when possible.

There may be additional opportunities to coordinate community engagement at Elgin's library branches and at events attended by Elgin's Tourism Staff this summer. This is contingent on COVID-19 conditions.

01

OP Review Launch & Preliminary Planning

- · Special Meeting of Council (Feb. 25, 2021)
- Introduction to Local Councils
- · Launch of Survey (February 25 April 15, 2021)
- · Engagement Strategy Review
- RFP for Consultant support issued
- · What We Heard (May 1, 2021)

06

Council Review & Plan Finalization

- Council to finalize Official Plan
- Submit Official Plan to Ministry of Municipal Affairs and Housing for approval
- December 2021 February 2022

02

Policy Review & Information Gathering

- Engage consultant to undertake population projections and review key studies
- Begin work on Provincial policy conformity and map new policies where needed (ongoing throughout)
- · June/July 2021 (ongoing research)

05

Plan Conformity

- Review feedback received
- Continue to engage the public in the review of draft policies and possible OP amendments
- · Check-in with Council
- Review plan conformity (provincial policy) ongoing
- September/October 2021

03

Community Engagement

- · Community outreach and information sessions
- Focus group meetings and interviews
- · Written submissions (email, print)
- · Advertisements, mailings, social media, etc.
- · Community meetings
- Ongoing until Plan is approved by County Council

04

What We Hear

- Consolidate community & stakeholder feedback into "what we heard" reports which will be posted on the website and shared with County Council
- What We Heard #1: May 1, 2021
- What We Heard #2: June 1, 2021
- What We Heard #3: September 2, 2021
- What We Heard #4: December 1, 2021
- Other What We Heard reports will be published on an as needed basis

PURPOSE

The purpose of the Official Plan Review Communications and Engagement Strategy ("Strategy") is to be clear about the why we are engaging the community and how citizen input will be used to inform the Official Plan Review.

Our Community has told us that they want to be informed and heard. They want an open, transparent, accountable and accessible local government now, and for the future. It's our goal to build a community in which the public is engaged and active in decision making about local issues and where it's possible for anyone to join the conversation.

Our engaged County brings people together for conversations to address issues that impact them most, to solve shared problems, and to bring about positive social change. It involves people in the decision-making process, and encourages two-way dialogue with the County and helps us to make decisions that are more informed and reflective of our community's concerns and values.

Other benefits of engaging our community in decisions include:

- ·Fostering trust between the County and its citizens;
- Enabling more input from diverse audiences to be considered in key decisions;
- •Increasing citizens' sense of civic responsibility and understanding of issues; and
- •Reducing conflict and looking for common ground.

Elgin County is continually working to improve the ways in which citizens can participate in the decisions that impact them most.

OUR VISION

Our Vision:

•For citizens to have a meaningful role in the decisions that impact the quality of their life, specifically as it relates to the Official Plan Review.

OUR PROMISE

Our Promise:

- To provide meaningful opportunities for citizens to participate in key issues and policy review;
- Encourage two-way dialogue with the community;
- · Make it as easy as possible for anyone to join the conversation; and,
- Listen and report back to our community about the outcomes of the process.

OUR FRAMEWORK

Our Framework

	Inform	Consult	Collaborate	Entrust
Promise to the Public	We will keep you informed by providing information that is timely, accurate, balanced, easily understood and accessible.	We will inform you, listen to you, acknowledge your concerns, and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions, and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will work with you to reach a final decision and implement what you decide, to the extent that is possible within the constraints of provincial legislation.
What it means	To provide the public with balanced and objective information in plain language to assist them in understanding the problem, alternatives, or solutions.	To obtain public input into priorities or decisions through a publicly available process.	To partner with the public in various aspects of the planning and decision-making process including the development of alternatives and identification of the preferred solution.	To address the needs of the public.
What it looks like	Announcement of engagement opportunities, policy changes or other decisions of Council that impact citizens.	Seeking input on our Official Plan for the future, including policy reviews.	Working with established stakeholder groups, engaging our Local Municipal Partners, and providing opportunities for citizens to participate in the process.	Responding to citizen requests for enhanced feedback/engagement opportunities.
Tools and Techniques	Public Notices Website Social Media	Online and paper survey Public meetings and open houses Focus Groups/Interviews	Workshops Focus Groups	Promoting opportunities for engagement.

OUR PROCESS

These principles will anchor our actions and thinking as we engage with the public and stakeholders:

- Inclusive
- Accountable and transparent
- Built on partnerships
- Timely communication
- Supported and resourced
- •Evaluate and improve

Inclusive:

We will design and deliver engagement processes that foster respect for diverse values, interests, knowledge and challenges of our citizens and which allow everyone a reasonable opportunity to participate, contribute and develop a balanced perspective. We will utilize plain language.

Accountable and transparent:

We will be clear about the reasons why citizens are being involved, their role, the level of engagement required and we will report back to our community about the outcome of the process.

Built on partnerships:

We will work with community partners, individuals, groups and organizations to increase our reach and seek mutually beneficial outcomes.

Timely communication:

We will provide information that is timely, accurate, balanced, easily understood and accessible and we will involve our citizens early in the process so that they have time to learn about the issue and actively participate.

Supported and resourced:

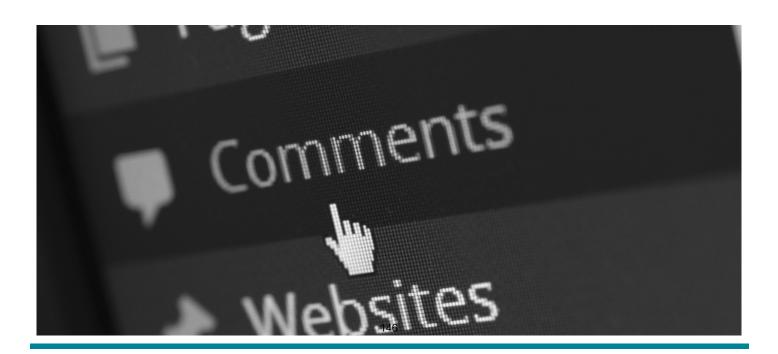
We will allocate sufficient staff and financial resources to implement and evaluate our community engagement initiatives.

Evaluate and improve:

We will review and adjust our community engagement initiatives, measure outcomes and look for ways to continuously improve on our efforts.

OUR GOALS

- Meet and exceed statutory requirements for citizen engagement;
- •Effectively communicate the Official Plan Review process and scope to the general public and stakeholders, ensuring communications and engagement efforts are as wide-reaching as possible and are accessible in format and content (plain language);
- •Educate the public about the Official Plan (what it is, what the potential is, what is the impact, frequently asked questions, etc.) and tailor these messages according to the audience;
- •Engage the public to collect as much meaningful feedback regarding the Official Plan Review as possible;
- •Ensure that as many members of the general public and stakeholders are informed about the review and consultation process through formal and informal means;
- •Providing some "food for thought and points for consideration by the public" to aid in engagement efforts and education; and
- •Ensure that underrepresented voices have a meaningful opportunity to participate in consultations.





OUR ACTIONS

- •Use community feedback to aid in our understanding of the strengths, weaknesses, gaps, issues and opportunities in the current Official Plan to determine scope of changes and priorities for improvements to the Official Plan;
- •Creatively engage and communicate with a wide range of stakeholders, including residents, communities of interest, workers, organizations, and more;
- •Provide opportunities throughout the Official Plan Review for participants to provide meaningful, appropriate and actionable input that will be used to inform updates to the Official Plan;
- •Implement an engagement process that is open, transparent and respectful;
- •Provide opportunities for involvement that are convenient and accessible and opportunities to engage communities of interest and under-represented communities that are harder to reach;
- •Clearly communicate the Official Plan Review goals, what the engagement process can and cannot influence, and how public input was used to shape the Official Plan;
- •Combine engagement events and conversations with other projects, when possible;
- •Implement innovative communication and engagement tactics, when possible; and
- •Understand the needs of the community and stakeholders.

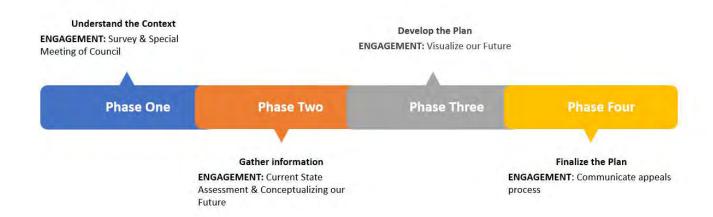
OUR AUDIENCE



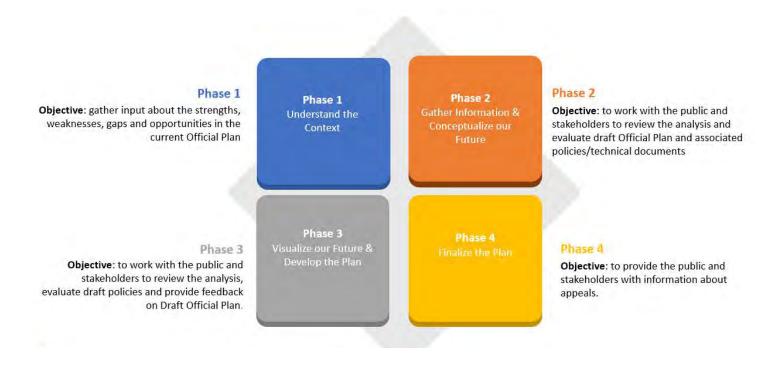
Effective engagement begins with considering the needs of different audiences and the engagement and communications tactics most appropriate for each group. The audience analysis ensures that the Official Plan Review process offers the variety required to generate broad interest and feedback. Different groups will be engaged at various times throughout the Official Plan Review Process.

Audience	Audience Composition
Residents	General Public, Home owners, Renters, Seasonal
Workers	People who work in the County
Visitors	Tourists, locals attending an event, other.
Businesses, Organizations and Institutions	Businesses, Service Clubs, Industry, developers, Iandowners, agri- business/farmers, other.
Communities of Interest	Lower-income groups, seniors, at-risk populations, people with disabilities, youth, parents, ecology organizations, other.
Stakeholders	Identified and self-identified groups

OUR ENGAGEMENT PROCESS



OUR OBJECTIVES



PHASE 1



Information to Present:

Current

Official Plan

Introductory Video

Questions to Ask:

- ·What are the strengths of the current Official Plan?
- •What are the weaknesses of the current Official Plan?
- ·What are the gaps in policy? What are the opportunities to improve the current

Official Plan?

- •What is your vision for the Official Plan?
- Survey questions

How will input be used?

- •The input will define the current state of Elgin County and will highlight areas for improvement that the Plan needs to address:
- Strengths to maintain and enhance
- •Gaps to fill
- Weaknesses to improve
- Opportunities to realize
- •The feedback will also inform policy work or adjustments to existing policies

Deliverables?

- •Feedback received through the Special Meeting of Council held on February 25, 2021
- Online survey
- •"What We Heard" engagement summary report #1 & #2

PHASE 2



Information to Present:

- •"What We Heard" engagement summary report #1 & #2 (gathered in Phase 1 and includes survey results)
- Suggestions for policy revisions

Questions to Ask:

- •Have we missed anything?
- •Review the suggested framework, policy updates (includes new and revisions), have we missed anything?

How will input be used?

- •The input will be used to refine the analysis and revise the draft Official Plan
- •The input will inform the draft Official Plan and associated policy updates/technical background documents

Deliverables?

- Engagement materials
- •Online survey #2
- •"What We Heard" engagement summary report #3
- •Public Meeting regarding Natural Heritage Study (August 2021)
- Public Meeting regarding Population Projection Study (October 2021)



Information to Present:

- "What We Heard" engagement summary report #3
- •The draft Official Plan and associated policies/technical background documents

Questions to Ask:

- •Present all changes according to priority and in accordance with legislation
- •Ask people their level of agreement for the direction of the Official Plan and to comment if they feel anything is missed or should be changed.

How will input be used?

•This will inform the final revisions to the Plan before presentation to Council for approval.

Deliverables?

- Engagement materials
- Online survey #3
- "What We Heard" engagement summary report #4
- •Public Meeting Draft Official Plan Amendments (December 2021)

PHASE 4



Information to Present:

•"What We Heard" engagement summary report #4 (report to Council)

Deliverables?

- •Public Meeting Final Official Plan Adoption (March 2022)
- •Information about how to escalate concerns related to the Final Official Plan (to the Ministry)

BETWEEN ACTIVE ENGAGEMENT PERIODS

To maintain interest and supplement the feedback acquired during the engagement periods, the following communication tactics will be considered:

Goals:

- Maintain momentum
- •Provide updates on OP Review progress and "What We Heard" from previous engagement periods

Information to Present:

- •Interesting facts, educational materials, promotional materials
- •"What We Heard" engagement summaries (#1-#4)
- Progress Updates
- ·Display and information material

OUR PLAN - KEY MESSAGES

Key Messages

Key messages are the core of every communications and engagement strategy. Key messages will help start and support a conversation with the key audience and help create clarity and focus, while directing cohesive communications across all platforms.

OP Review messaging will include the followin	OP	Review	messaging	will	include	the	following
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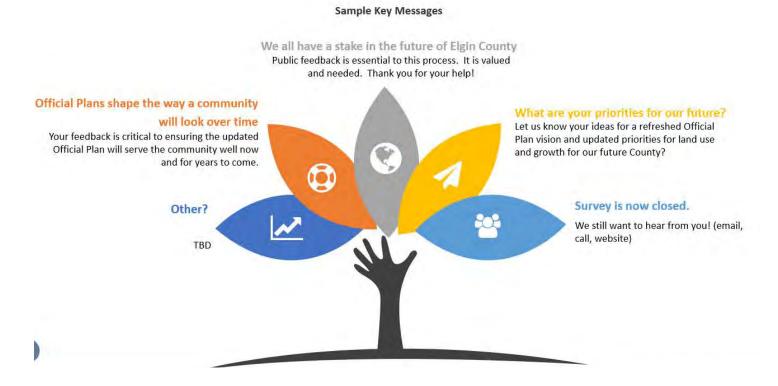
- •The Importance of the Official Plan / Why you want to provide feedback and participate in the process / How the Official Plan is used
 •Conversation starters "things to consider"
- •OP Review timeline

OP Review Scope

Key Definitions

- •How people can become engaged Get Involved / "Have Your Say"
- •Let us know what you think!
- ·Go online:
- ·Email us:
- ·Visit us during our engagement events.
- •Messaging will include information pertaining to when and how, for example "attend the open house on X to share your thoughts" or "tell us what you think about X through this survey".
- •Why Participate? This is your opportunity to share your vision for the future of Elgin County. Help shape the future of Elgin County.
- •How input will be used to inform the Official Plan, policies and technical documents that will be reviewed by Council

OUR PLAN - KEY MESSAGES



"Have Your Say!"

OUR PLAN - COMMUNICATIONS

Communications

To reach out to as many people as possible, the Planning team will communicate regularly and effectively throughout each stage of the Official Plan Review. This includes advertising engagement opportunities, specifically online surveys and events, regular updates on the Official Plan Review status and check-ins regarding "What We Heard".

We anticipate that this will cultivate interest and understanding about the Official Plan, why it is important and why people should provide input into the Official Plan Review. This will be done through:

- •Clear messaging about opportunities for engagement and how feedback will be used through promotional material, engagement displays and "What We Heard" reporting.
- •Clear communications that build awareness and excitement about the significance of the Official Plan, potential evolution of areas of focus through promotional material.
- •Why Participate? This is your opportunity to share your vision for the future of Elgin County. Help shape the future of Elgin County.
- •How input will be used to inform the Official Plan, policies and technical documents that will be reviewed by Council

OUR PLAN - EVALUATION

Public engagement will be administered during engagement activities with "What We Heard" reports as the tool used to connect back with the community.

The Project Team (defined in Part II) will follow guidance from the Communications and Engagement Strategy to develop measures of success based on the following goals:

- •Our community demonstrates a culture of public engagement
- ·Public engagement displays mutual respect and benefit
- ·Public engagement is inclusive and accessible
- •Public engagement processes are effective
- Public engagement activities are well-managed and efficient

Broad themes of the evaluation will include:

- •Overall acceptance of the engagement strategy (my voice was heard, this was a fair process)
- •Awareness of the Official Plan and the Strategy objectives (I understand the information and how this impacts me)
- Inclusive and barrier-free engagement process
- Participants agree they understand how the input from the engagement activity will be used
- •Participants agree they had enough information to contribute to the topic
- •Relationship building between County staff, individuals and groups (engagement displayed mutual respect and benefit)

OUR PLAN - REPORTING & METRICS

Reporting:

"What We Heard" reports will be used to report back to Council, the public and stakeholders. These will be available to the public through the Official Plan Review website, distributed to stakeholders through regular updates (or mail, if requested), and distributed to newsletter subscribers via email.

- •What We Heard #1: Deadline May 1, 2021
- •What We Heard #2: Deadline June 1, 2021
- •What We Heard #3: Deadline September 1, 2021
- •What We Heard #4: December 1, 2021

Each "What We Heard" report will include a summary of the engagement tactics, numbers, themes, tensions and other relevant data. 156

OUR PLAN - REPORTING & METRICS

Quantitative Measures

The number of participants/responses will be recorded for the following:

- Targeted interviews/focus groups
- "Hard to Reach" events/interviews
- Public Events/Virtual Meetings
- Sounding Board responses
- Online survey responses

Reporting

If possible, a survey will be administered at in-person engagement events and following virtual events.

Questions will include:

- •Was the time/location/date of the public engagement event convenient for you?
- •Was the event accessible for you?
- •The purpose of the engagement opportunity was clearly explained.
- •I understand how the input from this activity will be used
- •I felt respected during the activity
- I felt safe during the public engagement activity
- •I felt my views were heard during the public engagement activity
- ·This activity was well-organized
- ·This activity was a good use of my time
- •The information was easy to understand and informative
- •The event set-up was appropriate
- •What did you like most about this event?
- •Do you have any additional suggestions on how the County could improve future engagement events?

"Numbers" are not always the best indicator of success. Quantitative data is useful in terms of making people aware of the Official Plan Review process, but often, the best information gathered comes from conversations with individuals or small groups of individuals.

Qualitative data from small group conversations can be more meaningful and relevant.

OUR PLAN - TACTICS

Communication tactics are about spreading the word and the engagement tactics focus on collecting feedback.

The following methods will guide our communications and engagement tactics:

Place-based, Interviews/ Online Hard-to-Reach In-Person and/or Presentations/ Workshops

PLACE-BASED



Target Audience	Engagement Tactics	Communications Tactics
 Residents Workers Visitors Businesses, Organizations & Institutions Communities of Interest Stakeholders 	DisplaysPop-upsSounding Boards*	 Displays Posters Postcards (libraries/municipal offices, community locations)

- *Sounding Boards are group forums designed to elicit opinions about a particular matter.
- ** Pop-ups are short information sessions held a different locations across the County.

STRATEGIC INTERVIEWS AND/OR PRESENTATIONS/WORKSHOPS



Target Audience	Engagement Tactics	Communications Tactics
Residents/Workers or	Focus GroupsWorkshopsPresentations/Fee dback events	Direct contact

ONLINE



Target Audience	Engagement Tactics	Communications Tactics
 Interested Residents/Workers or Businesses/Organizati ons/Institutions Communities of Interest Stakeholders 	 Online Questionnaire(s) Surveys Social Media Website 	 Website Email Updates "What We Heard" Reports Social Media Advertisements (print/online) News Releases

HARD TO REACH

Hard-to-Reach	

Target Audience	Engagement Tactics	Communications Tactics
 Interested Residents/Workers or Businesses/Organizati ons/Institutions Communities of Interest Stakeholders 	Print-based surveysOther?	 Mass mail-outs, if possible Postcards (with information about how to participate)

IN-PERSON



Target Audience	Engagement Tactics	Communications Tactics					
 Interested Residents/Workers or Businesses/Organizati ons/Institutions Communities of Interest Stakeholders 	 Focus Groups Workshops Presentations/Feedback events 	Direct contact					

CORRESPONDENCE - March 23, 2021

<u>Items for Information – (Attached)</u>

- 1. SWIFT with their monthly project update for January 2021.
- 2. SWIFT with their monthly project update for February 2021.
- 3. Natural Resources Canada with a letter regarding the launch of a Request for Proposal under the Zero Emission Vehicle Infrastructure Program on March 24, 2021.

Subject: SWIFT Monthly Project Update - January 2021

Date: Wednesday, February 17, 2021 at 1:23:34 PM Eastern Standard Time

From: Barry Field

To: DG-SWIFT Board, DG-WOWC CAOs, DG Contributing CAOs

CC: Deb Fawcett, Melissa O'Brien

Attachments: 200.04.012.v1.0 Monthly Dashboard - January 2021.pdf, image001.png, image002.png[6].png,

image003.png, image004.png, image005.png

SWIFT Board Members and CAOs,

Please see the attached monthly project update for January 2021. Any information in this report is not deemed confidential and can be shared with your respective municipalities as you see fit.



All report data is as at January 31, 2021

Phase 2 Status

- Procurement
 - All contracts executed; implementation is underway.
- Implementation
 - Implementation underway and progressing well with one major delay to report
 - NOR_EXE_06 (Long Point) is expected to be delayed by 11 months due to environmental permitting issues. SWIFT and Norfolk County are working with Execulink to help expedite the permitting process where possible. The ISP has redirected resources to other SWIFT projects in order to bring them in ahead of scheduled and compensate for the delay in Long Point.

162 Page 1 of 4

- Construction started/underway in 9 of 12 projects.
- 196 kilometres of fibre construction has been completed to date
- 3,689 premises passed to date
- 1,829 premises serviceable to date
- See attached Monthly Dashboard for details for each project.

Phase 3 Status

Procurement

Municipality	RFP Issued	RFP Closed	Evaluation Complete	PAC Approved	Contracts Executed	Projects Announced
Dufferin	✓	✓	✓	✓	✓	✓
Caledon	✓	\	✓	✓	✓	✓
Oxford	✓	\	✓	✓	✓	✓
Grey	✓	\	✓	✓	✓	✓
Essex	✓	\	✓	✓	✓	✓
Windsor	✓	\	✓	✓	✓	✓
Bruce	✓	\	✓	✓	✓	✓
Simcoe	✓	\	✓	✓	✓	✓
Waterloo	✓	✓	✓	✓	✓	✓
Niagara	✓	\	✓	✓	✓	✓
Brant	✓	\	✓	✓	✓	✓
Middlesex	✓	\	✓	✓	√*	TBD
London	✓	\	✓	✓	✓	✓
Chatham-	,	/	✓	✓	✓	✓
Kent	٧	>				
Perth	✓	✓	✓	✓	26-Feb-21	TBD
Elgin	✓	✓	✓	✓	05-Mar-21	TBD
Huron	✓	✓	✓	✓	05-Mar-21	TBD

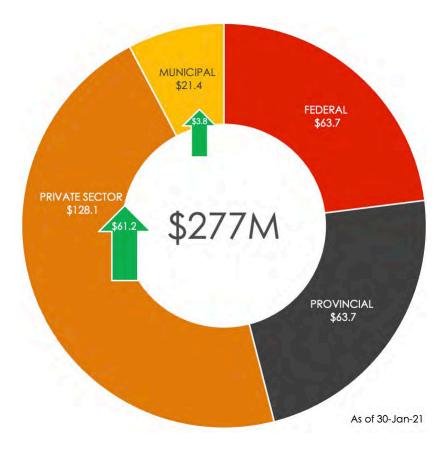
One project in Middlesex may need to be amended.

- Implementation
 - Implementation underway and progressing well with no major delays to report
 - Construction started/underway in 5 of 53 projects
 - 18 kilometres of fibre construction has been completed to date
 - 163 premises passed to date
 - 13 premises serviceable to date
 - See attached Monthly Dashboard for details for each project.

Financial/Spending Update

- Private Sector contributions have increased by \$61.2M from budgeted amount.
- SWIFT+ contributions of \$3.8M received (Lambton County and Dufferin County) in order to facilitate the award of an additional projects in those counties.
- Total project funding increased from \$209M to \$277M as a result.
- Note: Federal and Provincial contribution are 'up to' amounts and will depend on the results of the Phase 3 procurements.

163 Page 2 of 4



Issues and Risks

- Municipal Loan Guarantee
 - \$27.5M short-term bridge financing required in order to fund gap between SWIFT's requirement to pay ISPs per the Construction Act and anticipated reimbursement of claims.
 - SWIFT's current Phase 2 financing agreement with TD Bank is being extended to cover Phase
 - Municipal guarantees are required to guarantee the overall loan and 100% participation is required or else there will be a shortfall the overall loan available.
 - TD Bank and SWIFT have executed the Demand Operating Facility Agreement.
 - Municipal guarantee letters have been provided by TD Bank and are being sent to each municipality (9 of 14 municipal guarantees in place / remainder expected by mid-March).
- COVID-19
 - COVID-19 remains a risk for the SWIFT project
 - Need to keep an eye on potential supply chain issues.

Communications Update

- All 20 SWIFT RFPs have been issued and closed.
- 4 project areas still to be announced, including:
 - Middlesex County
 - Perth County
 - Elgin County
 - Huron County
- We anticipate having all contracts signed for the remaining project areas by late February.
 Projects for the remaining RFPs will be announced by the province on a rolling basis once SWIFT has executed contracts.
- Recent Announcements:

164 **Page 3 of 4**

- o SWIFT Project Connecting More Residents in Norfolk County
- o SWIFT Broadband Expansion Plans Now Underway in Dufferin County
- o SWIFT Expanding Broadband Access in Chatham-Kent
- o SWIFT Broadband Project Now Providing Improved Internet Access in Wellington County
- o <u>SWIFT Announces Broadband Expansion Project for London</u>
- o <u>SWIFT Announces \$21M Broadband Expansion Plan for Niagara Region</u>
- o SWIFT Announces Broadband Improvements for Brant County
- o SWIFT Broadband Projects Now Underway in Caledon

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

Regards,



Barry Field

Executive Director
Southwestern Integrated Fibre Technology
C: 519.319.1112

789 Broadway Street, Wyoming, ON NON 1TO

www.swiftruralbroadband.ca





Page 4 of 4

165

SWIFT Project Dashboard Jan-21

Report Date: 31-Jan-21

Jan-21			Report Date	: 31-Jan-21	ı																					》
Proects	County	Area	Planned	Compete	Se v ceabe	Fibre R	Compete	Mic	estone 1 (Des	gn) Actua	Contract	Fo ecast	art Actua	Mi esto Contract	one 2 (Const	Actua	Mies	tone 3 (n Se Fo ecast	Actua Compo	ete Tota		Funding Invoiced	Rema n ng	Pro ect Vaue	Status Schedule Schedule	Notes
LAM_03_BKTEL	Lambton	Petrolia	578	0	0	155.1	0	15-Oct-20	05-Nov-20	05-Nov-20	01-Apr-21	01-Apr-21	1	30-Nov-22	30-Nov-22	1	31-Dec-22	31-Dec-22	13.09	\$ 3,32	5,097	\$ 3,835	\$ 3,321,262	\$ 5,969,27	7 0 0 0	- Pre-construction work in-progress
LAM_07_COG	Lambton	St.Clair Township	1769	309	0	115.1	0	31-Jul-20	22-Sep-20	22-Sep-20	01-Jan-21	21-Oct-20	21-Oct-20	30-Nov-21	30-Nov-21		31-Dec-21	31-Dec-21	49.19		8,732	\$ 77,566	\$ 2,171,165			- Amendment #1 complete and approved
LAM_08_EXEC	Lambton	Highland Glen	991	0	0	50.4	0	21-Dec-20	30-Oct-20	30-Oct-20	18-Jan-21	09-Nov-20	16-Nov-20	20-Jun-21	20-Jun-21		18-Jul-21	18-Jul-21	38.09	\$ 1,48	2,991	\$ -	\$ 1,482,991	\$ 2,196,37	9 0 0 0	Design certificate complete and approved Lakeshore to Townsend has pipe plowed. North section almost complete
LAM_09_EXEC	Lambton	Kettle Point	1032	869	0	35.1	32	16-Mar-20	02-Sep-20	02-Sep-20	13-Apr-20	13-Jul-20	13-Jul-20	03-Dec-20	28-Feb-21		31-Dec-20	05-Apr-21	85.09	\$ 1,84	3,336	\$ 498,786	\$ 1,344,550	\$ 2,730,06	7 🔘 🛆 🕥	Execulink working with Our Ponderosa RV Resort to confirm details and obtain official sign-off (anticipated early 2021) 1st customer hook-up scheduled for late February 2021
LAM_10_EXEC NOR_03_EXEC	Lambton Norfolk	Bosanquet Turkey Point	202 905	905	0 905	81.5 32.4	0 32	10-May-21 14-Jan-20	10-May-21 22-May-20	22-May-20	07-Jun-21 15-Jan-20	07-Jun-21 11-Feb-20	11-Feb-20	03-Dec-21 03-Dec-20	03-Dec-21 28-Feb-21		31-Dec-20	31-Dec-21 05-Apr-21	0.0% 95.09		0,899		\$ 1,150,899 \$ 367,586		5 0 0 0	
NOR_06_EXEC	Norfolk	Long Point	926	0	0	24.5	0	23-Sep-20	01-Jun-21		21-Oct-20	01-Sep-21		31-Jan-21	12-Dec-21		28-Feb-21	31-Jan-22	2.5%	\$ 1,27	2,159	\$ -	\$ 1,272,159	\$ 1,952,89	4 🔘 🥎 🗳	Delay in obtaining environmental permits Discussions between SWIFT, Norfolk County, and ISP are in-progress to find a suitable solution to address the permit delay
NOR_12_ROG WEL_01_COG	Norfolk Wellington	Wilsonville Eden Mills	2116 283	395	212 14	86.6 22.6	35	17-Oct-20 31-Jul-20	16-Oct-20 31-Aug-20	16-Oct-20	30-Jun-20	15-Jul-20 12-Jan-21	15-Jul-20	05-Jul-21 30-Jul-21	05-Jul-21 30-Jul-21		18-Aug-21 31-Aug-21	18-Aug-21 31-Aug-21	35.09 50.49		3,449 5	\$ 246,288 \$ 91,304	\$ 2,627,162 \$ 443,386	\$ 7,669,91	1 0 0 0	- 130 premises In-Service in Dec 2020 - Amendment #2 approved
				0	1.4			31-341-20	31-Aug-20	31-Aug-20	01-Jan-21	12-3411-21	12-3411-21													- Design certificate complete and approved
WEL_03_COG	Wellington	Belwood	1777	280	0	156.6	0	31-Jul-20	11-Sep-20	11-Sep-20	02-Feb-21	20-Apr-20	20-Apr-20	30-Nov-21	30-Nov-21		31-Dec-21	31-Dec-21	46.89	\$ 4,40	6,497	\$ 259,952	\$ 4,146,545	\$ 7,276,12	3 0 0 0	Amendment #3 approved Design certificate complete and approved Rocks slowing down construction Risk on GRCA access, easements and other requirement to service cottages surrounding Belwood Lake. The access risk may impact delivery timeline.
WEL_04_EHTEL	Wellington	Ariss	674	674	674	34.2	35	31-Mar-20	31-Mar-20	31-Mar-20	14-Apr-20	27-Apr-20	27-Apr-20	07-Sep-21	31-Dec-20	31-Dec-20	30-Sep-21	22-Jan-21	22-Jan-21 100.0	\$ 1,80	1,633	\$ 883,804	\$ 917,829	\$ 2,668,30	3 000	- Project complete - Final invoice submitted
WEL_08_NFTC	Wellington	Wallenstein	275	257	24	64.2	62	26-Feb-20	24-Mar-20	24-Mar-20	28-May-20	25-May-20	25-May-20	28-Sep-20	11-Mar-21		07-Dec-20	05-Apr-21	98.09	\$ 1,31	1,714	s -	\$ 1,311,714	\$ 2,032,59	0 • 4	257 premises passed and 62 fibre road kms completed in Dec 2020. Remaining work: 18 premises passed and 2.3 fibre kms to complete construction. Construction delay due to reduced crew size due to COVID, undocumented existing infrastructures leading to multiple bocates, and weather conditionWith the exception of HWY 6 all premises passed (257) Will be fully serviceable by Jan 30, 2021 (currently at 24)It is projected that Serviceable PP will be at 90%+ by Feb 12, 2021Re-forecasted construction completion date from Mar 5 to Mar 11 due to extreme weather conditions the week of feb 8th preventing workers from accomplishing any junction 18MY 5.
DUF_01_ROG	Dufferin	Garafraxa Woods	108	0	0	4.7	0	29-Mar-21	29-Mar-21		29-Mar-21	29-Mar-21		16-Jul-21	16-Jul-21		22-Oct-21	22-Oct-21	35.09	\$ 41	9,036	\$ -	\$ 419,036	\$ 687,80	4 0 0 0	
DUF_04_BELL DUF_10_COG	Dufferin Dufferin	Mansfield Marsville	301 145	0	0	17.4 13.5	0	31-Dec-20 28-Feb-21	31-Dec-20 28-Feb-21	31-Dec-20	01-Jan-21 01-Mar-21	18-Jan-21 01-May-21	18-Jan-21	31-Dec-21 28-Feb-22	31-Dec-21 28-Feb-22		31-Mar-22 31-Mar-22	31-Mar-22 31-Mar-22	28.09 12.09		5,476 \$	\$ - \$ 1,256	\$ 355,476 \$ 532,916		1 0 0 0	Design on-track to complete on schedule Permits will be submitted upon design completion Construction start delayed by 2 months due to pending
DUF_13_NFTC	Dufferin	Camilla	460	0	0	41.7	0	29-Nov-20	07-Dec-20	07-Dec-20	30-Nov-20	26-Apr-21		08-Dec-21	08-Dec-21		28-Feb-22	28-Feb-22	10.09	\$ 2,31	8,642	\$ -	\$ 2,318,642	\$ 4,048,09	1 • •	permits - Start of construction pending approval of permits (ROW running line) and MC acquisition. Also, due to safety reasors (winter road condition in the Dufferin area), construction is deferred till April 2021 (better spring road conditions) - No impact to construction completion date
DUF_15_EHTEL	Dufferin Caledon	Horning's Mills	649 375	0	0	54.7	0	31-Mar-22	30-Jun-21		01-Apr-22	01-Jul-21		30-Nov-22 31-Oct-21	30-Nov-21 31-Oct-21		31-Dec-22	31-Dec-21	3.0%		5,863 5	\$ - \$ 74.302	\$ 2,385,863 \$ 884,353	\$ 3,948,04	8 0 0 0	No impact to construction completion date.
				0		26.1		13-Jan-21	US-FED-21	05-FED-21	01-Dec-20	TT-JdH-ZT	11-Jd11-21					15-Dec-21			,					Amendment #1 approved Construction started on areas with approved permits Design report submitted and certification complete
CAL_03_VIAN	Caledon	Central Caledon	471	39	0	34.3	2	15-Jan-21	31-Mar-21		01-Dec-20	08-Dec-20	08-Dec-20	31-Jan-22	31-Jan-22		31-Mar-22	31-Mar-22	34.59	\$ 1,25	1,207	\$ 74,928	\$ 1,176,279	\$ 2,454,98	5 🔘 🛆 🕼	Approximately 3.1 kms of conduit drilled to date Design report submission delayed due to 2 nd revision of permit on Old Churd Rd. Will require 3 to 4 weeks to get approval from utilities and township. Delay will NOT impact construction complete.
CAL_06_NFTC		The Grange	150	0	0	15.9	0	17-Nov-20	30-Nov-20	30-Nov-20	23-Nov-20				26-Nov-21			28-Feb-22	10.09				\$ 1,261,877		2 🔘 🛆 🕥	 Start of construction pending approval of permits (ROW running line) and Municipal Consent. Also, due to safety reasons (winter road condition on HWY 6), construction is deferred till April 2021 (better spring road conditions) - No innact to construction comholishing date
OXF_02_QUAD	Oxford Oxford	Drumbo Brooksdale	484 326	0	0	15.4 106.8	0	30-Mar-21 26-Mar-21			15-Apr-21 19-Apr-21	15-Apr-21 19-Apr-21		30-Nov-22	30-Dec-21 30-Nov-22		30-Dec-22	30-Mar-22 30-Dec-22	0.0% 9.5%	\$ 2,52	7,305 5		\$ 697,305 \$ 2,521,442			Design in-progress and will complete on time
OXF_11_EXEC	Oxford Oxford	Huntingford Kintore	255 82	0	0	12.4 10.5	0	28-May-22 30-Apr-22	28-May-22 30-Apr-22		29-May-22 01-May-22	29-May-22 01-May-22		23-Sep-22	23-Sep-22 23-Jun-22		30-Sep-22	30-Sep-22 30-Jun-22	0.0%	\$ 48	5,961 S	\$ -	\$ 485,961 \$ 274,491	\$ 719,73 \$ 406,53	1000	
OXF_13_EXEC	Oxford	Salford	239	0	0	18.4	0	27-Aug-22	27-Aug-22		28-Aug-22	28-Aug-22		24-Dec-22	24-Dec-22		31-Dec-22	31-Dec-22	0.0%	\$ 58	0,144	\$ -	\$ 580,144	\$ 859,22	1 0 0 0	
OXF_15_EXEC	Oxford Oxford	Verschoyle Delmer	107 189	0	0	16.7 11.1	0	06-Aug-22 25-Jun-22	06-Aug-22 25-Jun-22		07-Aug-22 26-Jun-22	07-Aug-22 26-Jun-22		23-Sep-22	23-Sep-22 23-Sep-22	1	30-Sep-22	30-Sep-22 30-Sep-22	0.0%	\$ 38	4,965 S	\$ -	\$ 414,965 \$ 384,430	\$ 569,35	2 0 0 0 9	
	Essex Essex	Marshfield Mount Carmel	1544 1732	0	0	83.9 101.5	0	30-Apr-21 31-May-21	30-Apr-21 31-May-21		01-May-21 01-May-21	01-May-21 01-May-21		31-Aug-22	31-Aug-22 30-Sep-22		30-Sep-22	30-Sep-22 31-Oct-22		\$ 2,80	9.267	\$ - \$	\$ 2,802,812 \$ 2,559,267	\$ 5,940,36	3 0 0 0	Pre-Design work in progress - Pre-Design work in progress
ESX_06_COG ESX_17_TEKS	Essex Essex	Point Pelee Lighthouse Cove	411 540	0	0	21.7	0	30-Apr-21 30-Oct-20	30-Apr-21 30-Oct-20	30-Oct-20	01-May-21 01-May-21 02-Nov-20	01-May-21 01-Mar-21		31-May-22	30-Sep-22 31-May-22 10-Sep-21		30-Jun-22	30-Jun-22 05-Oct-21	10.09	\$ 78	9,267 34,463 0,294	\$ - \$ -	\$ 2,559,267 \$ 784,463 \$ 660,294	\$ 1,635,53	8000	Pre-Design work in progress Pre-Design work in progress - Pre-Design work in progress - Construction start moved from Feb 22 to Mar 1 due to minor revisions to the permits - RISK: locates deferred till spring to a 103 private premises due to unavaliability of owners. This may delay oorstruction completion.

SWIFT Project Dashboard Jan-21

Report Date: 31-Jan-21

Jan-21			Report Date	: 31-Jan-	21																	
			P	remses Pa	assed	Fibre R	Road KMs	Mi€	estone 1 (Des	gn)	Constr	uct on Sta	rt Miestone 2 (Construct on) Mi	estone 3 (n S	Service)			Funding .	2	Status	
																	0/				9	
Proects	County																% Compote			Pro ect Value	e dr	Notes
			Planned	Compe	te Se v ceabe	e Planned	Compete	Contract		Actua Co			Actua Contract Fo ecast Actu	ua Contra	ct Fo ecast	Actua	Compete	Tota *	Invo ced Remann	S	Se Se	
																					×	
ESX_18_TEKS	Essex	Stoney Point	946	0	0	27.1	0	13-Nov-20	13-Nov-20	13-Nov-20 16-I	Nov-20 01	-Mar-21	27-Aug-21 27-Aug-21	21-Sep-	21 21-Sep-2	1	10.0%	\$ 1,706,711	\$ - \$ 1,706,3	11 \$ 3,713,981) 🛆 🔘 -	Construction start moved from Feb 22 to Mar 1 due to
		,																				ninor revisions to the permits
GRY 02 EHTEL	Grev	Dromore	1007	30	0	59.0	4	31-Mar-21	02-Nov-20	02-Nov-20 01-	Apr-21 01	-Dec-20	01-Dec-20 31-Dec-22 30-Jun-21	31-Dec	22 31-Jul-21	1	7.0%	\$ 2.687.020	\$ 257.727 \$ 2.429.2	94 \$ 4.271.476		Construction in-progress.
GRY 03 EHTEL	Grev	Allan Park	897	0	0	51.3	0	31-Mar-21	22-Jan-21	22- Jan-21 01-	Apr-21 01	-Mar-21	31-Dec-22 31-Jul-21	31-Dec	22 31-Aug-2	1	0.0%	\$ 2.532.314	\$ - \$ 2.532.3	114 \$ 3.787.389		M1 Design submitted 2 months ahead of schedule
GRY 07 XPLO	Grev	Holland Centre	1058	0	0	56.6	0	25-Aug-21	25-Aug-21			-Jun-21	15-Mar-22 15-Mar-22		22 15-Jun-2		1.5%	\$ 2,602,109				Preliminary design in-progress
GRY_08_XPLO	Grey	Cruickshank	378	0	0	19.9	0	09-Jul-21	09-Jul-21			-May-21	15-Jan-22 15-Jan-22		22 15-Apr-2		2.0%	\$ 1,086,348				Preliminary design in-progress
GRY_09_XPLO	Grey	Leith	422	0	0	24.8	0	09-Jul-21	09-Jul-21	03-1	/lay-21 03	-May-21	15-Jan-22 15-Jan-22	15-Apr-	22 15-Apr-2	2	1.5%	\$ 1,246,241	\$ - \$ 1,246,2	241 \$ 1,846,319	00-	Preliminary design in-progress
GRY_15_GBTEL	Grey	Bognor	64	0	0	3.9	0	28-Feb-21	28-Feb-21	01-1	Mar-21 01	-Mar-21	15-Dec-22 15-Dec-22	31-Dec	22 31-Dec-2	22	35.0%	\$ 90,131	\$ - \$ 90,	31 \$ 176,845	00	Permits complete / Design complete
																						Design report on-track to submit as per schedule
GRY_19_WIGHT	Grey	Hanover	134	0	0	14.6	0	31-May-21	31-May-21		Aug-21 01		31-Dec-21 31-Dec-21	D I IVIGI	22 31-Mar-2	2	0.0%	\$ 404,393		770 W 771,072 W		
BRU_01_WIGHT BRU 03 GBTEL		Formosa Neyaashingming	226 313	0	0	5.6 29.6	0	31-May-21 31-Mar-21	31-May-21 31-Mar-21		Aug-21 01 Apr-21 01	-Aug-21 -Apr-21	31-Dec-21 31-Dec-21 14-Dec-22 14-Dec-22		22 31-Mar-2 22 31-Dec-2		0.0%	\$ 384,029 \$ 859,181	\$ - \$ 384,0 \$ - \$ 859.7			Permits approved
BRU_U3_GBTEL	bruce	iveyaasiiiigiiiiig	313	0	0	29.0	U	31-IVId1-21	31-IVId1-21	01-	чрі-21 01	-Apr-21	14-DeC-22 14-DeC-22	31-Dec	22 31-DeC-2	:2	3.0%	\$ 039,101	3 - 3 009,	01 \$ 1,204,247		Design report on-track to submit as per schedule
																						Construction on-track to start as per schedule
BRU_05_XPLO	Bruce	Sauble Beach	1293	0	0	24.4	0	22-Aug-21	22-Aug-21	01-7	Aug-21 01	-Aug-21	02-Apr-22 02-Apr-22	30-May	22 30-May-2	2	1.0%	\$ 770,195	\$ - \$ 770,	95 \$ 2,421,525	000	Preliminary design in-progress
BRU_06_XPLO	Bruce	Lion's Head	647	0	0	18.2	0	22-Aug-21	22-Aug-21	01-7	Aug-21 01	-Aug-21	02-Apr-22 02-Apr-22	30-May	22 30-May-2	2	1.0%	\$ 1,065,333	\$ - \$ 1,065,3			Preliminary design in-progress
	Bruce	Wiarton	1307	0	0	26.3	0	22-Aug-21	22-Aug-21			-Aug-21	02-Apr-22 02-Apr-22		22 30-May-2		0.0%	\$ 1,031,588	\$ - \$ 1,031,5			Preliminary design in-progress
BRU_11_EHTEL	Bruce	Cargil	1054	0	0	66.4	0	31-Mar-21	01-Mar-21			-Apr-21	30-Nov-22 30-Sep-21		22 31-Oct-2		0.0%	\$ 3,136,426				
BRU_12_HURON		Langside	128	0	0	49.7	0	31-Mar-21	31-Mar-21			-Apr-21	31-Dec-21 31-Dec-21		22 31-Mar-2		3.0%	\$ 908,956	\$ - \$ 908,9			Working on detailed design, supply and equipment list.
BRU_13_GBTEL	Bruce	Skipness	252	0	0	22.3	0	15-Jan-21	28-Feb-21	16	Jan-21 01	-Apr-21	30-Nov-22 30-Nov-22	31-Dec	22 31-Dec-2	12	5.0%	\$ 913,906	\$ - \$ 913,9	06 \$ 1,500,081		Permits acquired
																						Design report on-track to submit as per schedule
SIM_03_VIAN	Simono	Athlone	1207	0	0	72.8	0	31-Mar-21	31-Mar-21	01	Apr-21 20	-Nov-20	20-Nov-20 31-Jan-22 31-Jan-22	21 Mar	22 31-Mar-2	2	27.7%	\$ 2,946,507	\$ - \$ 2,946,5	07 \$ 5.701.222		Locates in-progress / construction to start eary Good start to construction / 9.3 km of conduit complete
SIIVI_US_VIAIV	SILICOE	Athone	1207	0	0	12.0	U	31-IVId1-21	31-IVId1-21	01-	4pi-21 2u	-1000-20	20-NOV-20 31-Jd1-22 31-Jd1-22	3 I-IVIAI-	22 3 1-Wai-2	2	27.770	3 2,940,307	3 - 3 2,940,5	3,761,322		RISK: Change in permit approval process in New
																						ecumseth may impact delivery of Design Report. Risk will
																						NOT impact project completion timeline.
SIM_09_BELL	Simcoe	Edgar	2331	0	0	107.9	0	31-May-21	31-May-21	01-	Jun-21 01	I-Jun-21	30-Apr-22 30-Apr-22	30-Jun-	22 30-Jun-2	2	12.0%	\$ 3,649,045	\$ - \$ 3,649,0	9,280,259	000	Pre-design work in-progress.
																						design report on-track for submission as per schedule
SIM_10_BELL	Simcoe	Horseshoe Valley	2853	0	0	100.4	0	31-May-21	31-May-21	01-	Jun-21 01	I-Jun-21	30-Apr-22 30-Apr-22	30-Jun-	22 30-Jun-2	2	12.0%	\$ 3,807,662	\$ 3,807,6	62 \$ 9,684,250		Pre-design work in-progress.
																						design report on-track for submission as per schedule
SIM_11_BELL	Simcoe	Wahnekewaning Reach	5420	0	0	180.4	0	31-May-21	31-May-21	01-	Jun-21 01	I-Jun-21	30-Apr-22 30-Apr-22	30-Jun-	22 30-Jun-2	2	12.0%	\$ 6,698,376	\$ - \$ 6,698,3	376 \$ 13,091,489		Pre-design work in-progress.
SIM_17_ROG	Simcoe	New Lowell	422	0	0	15.0	0	30-Jun-21	30-Jun-21	02.	Jul-21 0:	2-Jul-21	28-Feb-22 28-Feb-22	30.Mar.	22 30-Mar-2	2	0.0%	\$ 812,107	\$ - \$ 812,	07 \$ 1806.519		design report on-track for submission as per schedule
SIM 24 COG	Simcoe	Severn Bridge	467	0	0	19.2	0	30-Jun-21	30-Jun-21			1-Jul-21	30-Nov-22 30-Nov-22		22 31-Dec-2		10.0%	\$ 639,127	\$ - \$ 639.			Pre-Design work in progress
WIN_02_COG	Windsor	Windsor	190	0	0	12.2	0	30-Jun-21	30-Jun-21			-May-21	30-Jun-22 30-Jun-22	31-Jul-2	22 31-Jul-22	2	10.0%	\$ 570,344	\$ - \$ 570,3	844 \$ 936,160	000	
WAT_04_NFTC	Waterloo	Maryhill	140	0	0	21.0	0	31-Mar-21	31-Mar-21	01-	Apr-21 01	-Apr-21	15-Mar-22 15-Mar-22		22 15-Apr-2	2	10.0%	\$ 1,288,048	\$ - \$ 1,288,0			Design work in-progress
WAT_05_EHTEL	Waterloo	Weissenburg	92	0	0	14.0	0	31-Mar-21	31-Mar-21			-Apr-21	31-Dec-21 31-Dec-21	31-Mar-			0.0%	\$ 584,096	\$ - \$ 584,0			Pre-design work in-progress
WAT_11_ROG	Waterloo	Haysville	54	0	0	2.1	0	31-Jul-21	31-Jul-21			-Aug-21	28-Feb-22 28-Feb-22	30-Mar-			0.0%	\$ 205,459				
WAT_14_BELL WAT 15 NFTC	Waterloo Waterloo	Clyde Bamberg	250 507	0	0	13.5 82.4	0	31-May-21 31-Mar-21	31-May-21 31-Mar-21			-Jun-21 -Apr-21	30-Apr-22 30-Apr-22 31-Jul-22 31-Jul-22	30-Jun- 31-Aug			12.0%	\$ 861,964 \$ 4,844,203	\$ - \$ 861,5 \$ - \$ 4,844,2			Pre-Design work complete Design in-progress
NIA_02_COG	Niagara	Fulton	755	0	0	53.2	0	30-Jun-21	30-Jun-21			1-Jul-21	30-Nov-22 30-Nov-22		22 31-Aug-2 22 31-Dec-2		8.0%	\$ 1.845.823				Pre-Design work in progress
NIA_09_BELL	Niagara	Niagara-on-the-Lake		0	0	137.4	0	31-Jul-21	31-Jul-21			-Aug-21	31-May-22 31-May-22	30-Jun-			7.0%	\$ 2,039,653				Pre-Design work in progress
NIA_24_NRBN	Niagara	Chantler	626	0	0	71.2	0	02-Jul-21	02-Jul-21			5-Jul-21	01-Dec-22 01-Dec-22	30-Dec	22 30-Dec-2	2	1.0%	\$ 1,651,274	\$ - \$ 1,651,2		000	
NIA_28_BELL	Niagara	Wainfleet	2234	0	0	134.4	0	31-Jul-21	31-Jul-21			-Aug-21	31-May-22 31-May-22	30-Jun-			7.0%	\$ 3,299,395				Pre-Design work in progress
BRA_05_XPLO	Brant	Brant	2465	0	0	120.3	0	22-Oct-21	22-Oct-21			-Oct-21	02-Jul-22 02-Jul-22		22 31-Aug-2		0.0%	\$ 3,169,647				Pre-Design work in progress
MID_03_EXEC MID_04_EXEC	Middlesex Middlesex	Napperton Melrose	173 62	0	0	17.4	0	28-Feb-22 30-Apr-22	28-Feb-22 30-Apr-22			1-Jul-22	30-Sep-22 30-Aug-22 28-Feb-23 28-Feb-23		22 31-Dec-2 23 31-May-2		0.0%	\$ 622,801 \$ 130,587	\$ - \$ 622,8 \$ - \$ 130.5			
MID_04_EXEC	Middlesex	Meirose Thorndale	226	0	0	19.1	0	30-Apr-22 30-Jun-21	30-Apr-22 30-Jun-21			-Sep-22 -May-21	28-Feb-23 28-Feb-23 15-Mar-22 15-Mar-22		23 31-May-2 22 15-Apr-2		0.0%	\$ 130,587 \$ 1,031,085				
MID 09 NFTC	Middlesex	Wardsville	75	0	0	16.4	0	31-May-21	31-May-21			-iviay-21	15-Feb-22 15-Feb-22		22 30-Mar-2		2.0%	\$ 1,031,083				Pre-design work in-progress
MID_23_QUAD	Middlesex	Ballymote	120	0	0	11.7	0	22-Feb-22	22-Feb-22			-Aug-22	30-Nov-22 30-Nov-22		22 31-Dec-2		0.0%	\$ 278,664				Tre design work in progress
MID_24_EHTEL	Middlesex	Melbourne-Oneida	922	0	0	82.0	0	31-Mar-21	31-Mar-21	01-	Apr-21 01	-Apr-21	31-Oct-22 31-Oct-22	31-Dec	22 31-Dec-2	2	0.0%	\$ 2,768,321	\$ - \$ 2,768,3	321 \$ 4,525,491	000	Change Request #001 in progress
MID_34_XPLO	Middlesex	Crampton	455	0	0	37.4	0	22-Oct-21	22-Oct-21	01-7	Aug-21 01	-Aug-21	30-Jun-22 30-Jun-22	15-Aug	22 15-Aug-2	2	0.0%	\$ 1,207,783	\$ - \$ 1,207,7	83 \$ 2,560,354	000	Pre-Design work in progress
LON_02_NFTC	London	London	485	0	0	24.8	0	30-Jun-21	30-Jun-21	01-	Jul-21 0	1-Jul-21	31-Aug-22 31-Aug-22	30-Nov	22 30-Nov-2	22	2.0%	\$ 1,650,882	\$ - \$ 1,650,8	882 \$ 2,709,750	000	Pre-design work in-progress
CHK_00_TEKS	Chatham-Kent	Moraviantown	94	94	0	12.6	13	17-Jul-20	17-Jul-20	17-Jul-20 24-A	Aug-20 28	-Aug-20	28-Aug-20 09-Oct-20 04-Dec-20 06-De	ec-20 16-Oct-	20 22-Jan-2	1 22-Jan-21	1 100.0%	\$ 478,038	\$ - \$ 478,0	38 \$ 692,871	000	Project complete
																						Final invoice will be submitted
CHK_02_TEKS	Chatham-Kent		513	0	0	26.7	0	19-Mar-21	19-Mar-21			!-Feb-21	15-Sep-21 15-Sep-21		21 30-Oct-2	-	0.0%	\$ 719,790			00	
CHK_03_TEKS	Chatham-Kent		404	0	0	27.2	0	19-Feb-21	19-Feb-21			-Feb-21	05-Nov-21 05-Nov-21		21 05-Dec-2		0.0%	\$ 848,763				
CHK_04_TEKS CHK 18 COG	Chatham-Kent Chatham-Kent		771 2777	0	0	45.2 115.1	0	05-Mar-21 31-Oct-21	05-Mar-21 31-Oct-21			-Feb-21 -Nov-21	21-Jan-22 21-Jan-22 31-Mar-23 31-Mar-23		22 21-Feb-2 23 30-Apr-2		0.0%	\$ 1,667,400 \$ 3.685.068	\$ - \$ 1,667,4 \$ - \$ 3,685.0			
CHK_18_COG	Chatham-Kent	Elle Beach	2111	0	U	115.1	U	3 I-UCI-21	31-OCI-21	01-1	vov-21 01	-1vOV-21	31-War-23 31-War-23	au-Apr-	23 3U-Apr-2	3	0.0%	\$ 3,080,086 \$	a - 3 3,685,0	000 p 9,4U2,964		
-	1	TOT	AL 59,326	3,852	1,829	3,589	214							1				\$ 121,734,372	\$ 3,485,608 \$ 118,248,7	64 \$ 239,283,287		
								-											s are inclusive of 3.94% residu			

Subject: SWIFT Monthly Project Update - February 2021

Date: Wednesday, March 17, 2021 at 9:26:24 AM Eastern Daylight Time

From: Barry Field

To: DG-SWIFT Board, DG-WOWC CAOs, DG Contributing CAOs

CC: Deb Fawcett, Melissa O'Brien

Attachments: 200.04.013.v1.0 Monthly Dashboard - February 2021.pdf, image001.png, image002.png,

image003.png, image004.png, image005.png

SWIFT Board Members and CAOs,

Please see the attached monthly project update for February 2021. Any information in this report is not deemed confidential and can be shared with your respective municipalities as you see fit.



All report data is as at February 28, 2021

Phase 2 Status

- Procurement
 - All contracts executed; implementation is underway.
- Implementation
 - Implementation underway and progressing well with one major delay to report
 - NOR_EXE_06 (Long Point) is expected to be delayed by 11 months due to environmental permitting issues. SWIFT and Norfolk County are working with Execulink to help expedite the permitting process where possible. The ISP has redirected resources to other SWIFT projects in order to bring them in ahead of scheduled and compensate for the delay in Long Point.

168 **Page 1 of 4**

- Construction started/underway in 9 of 12 projects.
- 201 kilometres of fibre construction has been completed to date
- 4,442 premises passed to date
- 3,012 premises serviceable to date
- See attached Monthly Dashboard for details for each project.

Phase 3 Status

Procurement

Municipality	RFP Issued	RFP Closed	Evaluation Complete	PAC Approved	Contracts Executed	Projects Announced
Dufferin	✓	✓	✓	✓	✓	✓
Caledon	✓	✓	✓	✓	✓	✓
Oxford	✓	✓	✓	✓	✓	✓
Grey	✓	✓	✓	✓	✓	✓
Essex	✓	✓	✓	✓	✓	✓
Windsor	✓	✓	✓	✓	✓	✓
Bruce	✓	✓	✓	✓	✓	✓
Simcoe	✓	✓	✓	✓	✓	✓
Waterloo	✓	✓	✓	✓	✓	✓
Niagara	✓	✓	✓	✓	✓	✓
Brant	✓	✓	✓	✓	✓	✓
Middlesex	✓	✓	✓	✓	√*	15-Mar-21
London	✓	✓	✓	✓	✓	✓
Chatham-	,	,	✓	✓	✓	✓
Kent	V	>				
Perth	✓	✓	√	✓	√	16-Mar-21
Elgin	✓	✓	✓	✓	02-Mar-21	17-Mar-21
Huron	✓	✓	✓	✓	12-Mar-21	16-Apr-21

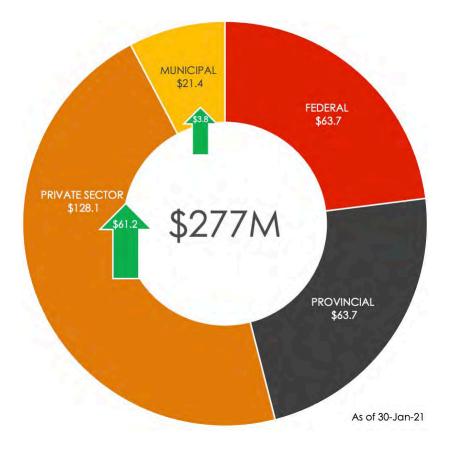
One project in Middlesex may need to be amended.

- Implementation
 - Implementation underway and progressing well with one major delay to report
 - ESX_18_TEKS (Stoney Point) completion delayed from 21-Sep-21 to 18-Dec-21 due to multiple permitting issues and revisions
 - Construction started/underway in 9 of 70 projects
 - 18 kilometres of fibre construction has been completed to date
 - 163 premises passed to date
 - 83 premises serviceable to date
 - See attached Monthly Dashboard for details for each project.

Financial/Spending Update

- Private Sector contributions have increased by \$61.2M from budgeted amount.
- SWIFT+ contributions of \$3.8M received (Lambton County and Dufferin County) in order to facilitate the award of an additional projects in those counties.
- Total project funding increased from \$209M to \$277M as a result.
- Note: Federal and Provincial contribution are 'up to' amounts and will depend on the results of the Phase 3 procurements.

169 Page 2 of 4



Issues and Risks

- Municipal Loan Guarantee
 - \$27.5M short-term bridge financing required in order to fund gap between SWIFT's requirement to pay ISPs per the Construction Act and anticipated reimbursement of claims.
 - SWIFT's current Phase 2 financing agreement with TD Bank is being extended to cover Phase
 - Municipal guarantees are required to guarantee the overall loan and 100% participation is required or else there will be a shortfall the overall loan available.
 - TD Bank and SWIFT have executed the Demand Operating Facility Agreement.
 - Municipal guarantee letters have been provided by TD Bank and are being sent to each municipality (11of 14 municipal guarantees in place / remainder expected by mid-March).
- COVID-19
 - COVID-19 remains a risk for the SWIFT project
 - Need to keep an eye on potential supply chain issues.

Communications Update

- Contracts have now been announced for 16/20 SWIFT project areas.
- To-date SWIFT has announced \$227M in projects, including nearly 3,400 kilometres of fibre optic cabling to bring improved broadband service to more than 57,000 premises.
- SWIFT anticipates that the outcomes for the four remaining RFPs (Middlesex/Perth/Elgin/Huron) will be announced by the province in March/April, closing out the procurement phase of the project.
- Catch up on all the latest news from SWIFT in this month's newsletter.
- Recent Announcements:
 - SWIFT Project Connecting More Residents in Norfolk County
 - SWIFT Broadband Expansion Plans Now Underway in Dufferin County
 - SWIFT Expanding Broadband Access in Chatham-Kent

170 Page 3 of 4

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

Regards,



Barry Field

Executive Director
Southwestern Integrated Fibre Technology
C: 519.319.1112
789 Broadway Street, Wyoming, ON NON 1TO
www.swiftruralbroadband.ca





171 Page 4 of 4

SWIFT Project Dashboard Feb-21 Report Date: 28-Feb-21

																										2461
Proects	County	Area	Pro Planned	em ses Pass Comp ete	ed Se v ceab e	Fibre R	oad KMs Comp ete	Contract	estone 1 (De Fo ecast	s gn) Actua	Contract	nstruct on Sta	Actua	Miesto Contract	ne 2 (Constr Fo ecast	ucton) Actua	Mieste Contract	one 3 (n Se Fo ecast	Actua	% Compete	Tota*	Funding Invoiced	Rema n ng	Pro ect Value	Schedue sales	Notes
LAM_03_BKTEL	Lambton	Petrolia	578	0	0	155.1	0	15-Oct-20	05-Nov-20	05-Nov-20	01-Apr-21	12-Apr-21		30-Nov-22	30-Nov-22		31-Dec-22	31-Dec-22	1	14.0%	\$ 3,325,097	\$ 3,835	\$ 3,321,262	\$ 5,969,277	ΔΟ	- Construction start delayed due to late delivery of fiber.
LAM_07_COG	Lambton	St.Clair Township	1769	398	0	115.1	0	31-Jul-20	22-Sep-20	22-Sep-20	01-Jan-21	21-Oct-20	21-Oct-20		30-Nov-21		31-Dec-21			52.1%	\$ 2,248,732	\$ 77,566	\$ 2,171,165	\$ 5,002,264	•	- Design changes to aerial plan in Mooretown and Port Lambton h-progress. Due to high costs of Hydro make- ready and pole replacements, 8 km of aerial plant will need to be buried. - No impact to premises passed. - Fibr or outing and locations of some POI and POP required will be impacted (will be documented in the Construction Completion Report) - No impact to Construction or in Service end-date
LAM_08_EXEC	Lambton	Highland Glen	991	49	0	50.4	3	21-Dec-20	30-Oct-20	30-Oct-20	18-Jan-21	09-Nov-20			20-Jun-21		18-Jul-21			45.0%						- Lakeshore to Townsend has pipe plowed - North section almost complete with 80% of pipe plowed and 5% of fibre pulled
LAM_09_EXEC	Lambton	Kettle Point	1032	869	869	35.1	32	16-Mar-20	02-Sep-20	02-Sep-20	13-Apr-20	13-Jul-20	13-Jul-20	03-Dec-20			31-Dec-20			90.0%	\$ 1,843,336					 Revised forecasted dates provided to complete entirety of project including new area 6 customers currently connected, COBID outbreak has halted further installations for the short-term 1st customers provided service on March 2nd 2021
LAM_10_EXEC NOR_03_EXEC	Lambton	Bosanquet Turkou Point	202 905	905	905	81.5 32.4	32	10-May-21	10-May-21 22-May-20	22-May-20	07-Jun-21 15-Jan-20	07-Jun-21 11-Feb-20	11-Feb-20	03-Dec-21 03-Dec-20	03-Dec-21 28-Feb-21		31-Dec-21 31-Dec-20			0.0%	\$ 1,150,899 \$ 1,383,446		\$ 1,150,899 \$ 379,831	\$ 1,704,535		- First customer hook-up completed in the town of Turkey
		Turkey Point			703		5			22-Way-20			11-160-20			02-IVIGI-2 I										Point on October 19th - M2 submitted and under review - Inspection booked and on-schedule
NOR_06_EXEC	Norfolk	Long Point	926	0	0	24.5	0	23-Sep-20	01-Jun-21		21-Oct-20	01-Sep-21		31-Jan-21	12-Dec-21		28-Feb-21				\$ 1,272,159			\$ 1,952,894		- Working to finalize mapping - Delay in obtaining environmental permits - Discussions between SWIFT, Norfolk County, and ISP are in-progress to find a sulfable solution to address the permit delay
NOR_12_ROG WEL 01 COG	Norfolk Wellington	Wilsonville Eden Mills	2116 283	900	212 128	86.6 22.6	35	17-Oct-20	16-Oct-20 31-Aug-20	16-Oct-20 31-Aug-20	30-Jun-20	15-Jul-20	15-Jul-20	05-Jul-21 30-Jul-21	05-Jul-21 30-Jul-21		18-Aug-21 31-Aug-21			40.0% 60.0%	\$ 2,873,449 \$ 534.690	\$ 246,288 \$ 91.304	\$ 2,627,162 \$ 443,386	\$ 7,669,911	00	Construction work in-progress Construction work progressing well
WEL_03_COG	Wellington	Belwood	1777	372	0	156.6	0	31-Jul-20	11-Sep-20	11-Sep-20	02-Feb-21	20-Apr-20	20-Apr-20	30-Nov-21	30-Nov-21		31-Dec-21	31-Dec-21		46.9%	\$ 4,406,497	\$ 597,973		\$ 7,276,123		- Discussions with GRCA have approved Cogeco to proceed with easement negotiations and legal R Plan survey. This region will not be complete by December 31, 2021 due to various levels of government approval. In-Service on-Track to complete for the rest of the project with the exception of GRCA (as mentioned above).
WEL_04_EHTEL	Wellington	Ariss	674	674	674	34.2	35	31-Mar-20	31-Mar-20	31-Mar-20	14-Apr-20	27-Apr-20	27-Apr-20	07-Sep-21	31-Dec-20	31-Dec-20	30-Sep-21	27-Jan-21	27-Jan-21	100.0%	\$ 1,801,633	\$ 1,498,920	\$ 302,713	\$ 2,668,303		- Project complete - Final invoice submitted
WEL_08_NFTC	Wellington	Wallenstein	275	275	224	64.2	64.2	26-Feb-20	24-Mar-20	24-Mar-20	28-May-20	25-May-20	25-May-20	28-Sep-20	15-Apr-21		07-Dec-20	25-May-21		99.0%	\$ 1,311,714	\$ 1,026,677	\$ 285,037	\$ 2,032,590	<u> </u>	- Premises passed and fibre road kms are 100% complete - Remaining work: 1 POI left, 51 Serviceable PP - Construction completion delayed from March 25, 2021 to April 15, 2021. Recent snow thaw caused flooding of the majority of the vaults on HIW 6. This has inhibited
DUF_01_ROG	Dufferin														0.0											pulling and splicing of FOCs (hdrovaccing required).
		Garafraxa Woods	108	0	0	4.7	0	29-Mar-21	29-Mar-21		29-Mar-21	17-May-21		PHA 16-Jul-21	SE 3 16-Jul-21		22-Oct-21	22-Oct-21		9.0%	\$ 419,036	\$ -	\$ 419,036	\$ 687,804		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay
1		Garafraxa Woods	108	0	0	4.7	0	29-Mar-21	29-Mar-21		29-Mar-21	17-May-21		PHA 16-Jul-21	SE 3 16-Jul-21		22-Oct-21	22-Oct-21		9.0%	\$ 419,036	\$ -	\$ 419,036	\$ 687,804	<u> </u>	pulling and splicing of FOCs (hdrovaccing required).
DUF_04_BELL	Dufferin	Garafraxa Woods Mansfield	108	0	0	4.7	0	29-Mar-21 31-Dec-20	29-Mar-21 31-Dec-20	31-Dec-20	29-Mar-21 01-Jan-21	17-May-21 18-Jan-21	18-Jan-21	16-Jul-21 31-Dec-21	SE 3 16-Jul-21 31-Dec-21		22-Oct-21 31-Mar-22			9.0%	\$ 419,036 \$ 355,476	\$ -	\$ 419,036 \$ 355,476	\$ 687,804		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay - No impact to Construction completion and In-Service
DUF_04_BELL DUF_10_COG					0		0 0			31-Dec-20 28-Feb-21			18-Jan-21	31-Dec-21				31-Mar-22				\$ -	\$ 355,476	\$ 829,111	00	pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay. - No impact to Construction completion and in Service milestone dates. - Construction proceeding as planned. - Construction proceeding as planned. - Final permits expected before end of March 2021. - Design report submitted and certificate approved. - Permit creation in-progress and under review. - Construction start delayed by 2 months due to pending.
DUF_10_COG	Dufferin Dufferin Dufferin	Marsfield Marsville Camilla	301 145 460	0	0	17.4 13.5 41.7	0 0 0	31-Dec-20 28-Feb-21 29-Nov-20	31-Dec-20 28-Feb-21 07-Dec-20	31-Dec-20 28-Feb-21 07-Dec-20	01-Jan-21 01-Mar-21 30-Nov-20	18-Jan-21 01-May-21 26-Apr-21	18-Jan-21	31-Dec-21 28-Feb-22 08-Dec-21	31-Dec-21 28-Feb-22 08-Dec-21		31-Mar-22 31-Mar-22 28-Feb-22	31-Mar-22 31-Mar-22 28-Feb-22		32.0% 22.9% 12.0%	\$ 355,476 \$ 534,173 \$ 2,318,642	\$ -	\$ 355,476 \$ 532,916 \$ 2,318,642	\$ 829,111		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay, - No impact to Construction completion and In-Service milestone dates - Construction proceeding as planned - Construction proceeding as planned - Pinal permits expected before end of March 2021 - Design report submitted and certificate approved - Permit creation in-progress and under review - Construction start delayed by 2 months due to pending permits - Start of construction pending approval of permits (ROW running fino) and additional infrastructure detals to the Caravings as requested by the Municipality - Construction sideferred till April 2021 (better spring road conditions). No impact to construction completion date
DUF_13_NFTC DUF_15_EHTEL	Dufferin Dufferin Dufferin	Mansfield Marsville Camilla Horning's Mills	301 145 460 649	0 0	0	17.4	0 0 0	31-Dec-20 28-Feb-21 29-Nov-20 31-Mar-22	31-Dec-20 28-Feb-21 07-Dec-20 30-Jun-21	07-Dec-20	01-Jan-21 01-Mar-21 30-Nov-20 01-Apr-22	18-Jan-21 01-May-21 26-Apr-21 01-Jul-21		31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-22	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-21		31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-22	31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21		32.0% 22.9% 12.0%	\$ 355,476 \$ 534,173 \$ 2,318,642 \$ 2,385,863	\$ - \$ 1,256 \$ -	\$ 355,476 \$ 532,916 \$ 2,318,642 \$ 2,385,863	\$ 829,111 \$ \$ 866,636 \$ \$ 4,048,091 \$ \$ 3,948,048 \$		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay. - No impact to Construction completion and in-Service milestone dates - Construction proceeding as planned - Construction proceeding as planned - Permit creation in-progress and under review - Permit creation in-progress and under review - Construction start delayed by 2 months due to pending permits - Start of construction pending approval of permits (ROW running fino) and additional infrastructure details to the - Cardings as requested by the Municipality. - Construction is deferred till April 2021 (better spring road - conditions). No impact to construction completion date - Permitting in-progress
DUF_10_COG DUF_13_NFTC DUF_15_EHTEL CAL_02_VIAN	Dufferin Dufferin Dufferin Dufferin Caledon	Mansfield Marsville Camilla Horning's Mills North East Caledon	301 145 460 649 375	0 0 0	0	17.4 13.5 41.7 54.7 26.1	0 0 0	31-Dec-20 28-Feb-21 29-Nov-20 31-Mar-22 15-Jan-21	31-Dec-20 28-Feb-21 07-Dec-20 30-Jun-21 05-Feb-21	31-Dec-20 28-Feb-21 07-Dec-20	01-Jan-21 01-Mar-21 30-Nov-20 01-Apr-22 01-Dec-20	18-Jan-21 01-May-21 26-Apr-21 01-Jul-21 11-Jan-21	11-Jan-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-22 31-Oct-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-21 31-Oct-21		31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-22	31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21		32.0% 22.9% 12.0% 3.0%	\$ 355,476 \$ 534,173 \$ 2,318,642 \$ 2,385,863 \$ 958,656	\$ - \$ 1,256 \$ - \$ 74,302	\$ 355,476 \$ 532,916 \$ 2,318,642 \$ 2,385,863 \$ 884,353	\$ 829,111		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay. - No impact to Construction completion and in Service milestone dates. - Construction proceeding as planned. - Final permits expected before and of March 2021. - Design report submitted and certificate approved. - Permit creation in-progress and under review. - Construction start delayed by 2 months due to pending permits. - Start of construction pending approval of permits (ROW running line) and additional infrastructure details to the MC drawings as requested by the Municipally. - Construction is deferred till April 2021 (better spring road conditions). No impact to construction completion date. - Permitting in-progress - Construction in-progress and starting to pick up pace. - Highway 9 & Albion Trail sections underway, Hals Lake Sideroad section complete.
DUF_13_NFTC DUF_15_EHTEL	Dufferin Dufferin Dufferin	Mansfield Marsville Camilla Horning's Mills	301 145 460 649	0 0	0	17.4	0 0 0 0 0 2	31-Dec-20 28-Feb-21 29-Nov-20 31-Mar-22 15-Jan-21	31-Dec-20 28-Feb-21 07-Dec-20 30-Jun-21	07-Dec-20	01-Jan-21 01-Mar-21 30-Nov-20 01-Apr-22	18-Jan-21 01-May-21 26-Apr-21 01-Jul-21	11-Jan-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-22 31-Oct-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-21		31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-22	31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21		32.0% 22.9% 12.0%	\$ 355,476 \$ 534,173 \$ 2,318,642 \$ 2,385,863	\$ - \$ 1,256 \$ - \$ 74,302	\$ 355,476 \$ 532,916 \$ 2,318,642 \$ 2,385,863 \$ 884,353	\$ 829,111 \$ \$ 866,636 \$ \$ 4,048,091 \$ \$ 3,948,048 \$		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay. - No impact to Construction completion and In-Service milestone dates. - Construction proceeding as planned. - Construction proceeding as planned. - Design report submitted and certificate approved. - Permit creation in-progress and under review. - Construction start delayed by 2 months due to pending permits. - Start of construction pending approval of permits (ROW running fine) and additional infrastructure details to the Caravings as requested by the Municipality. - Construction is deferred till April 2021 (better spring road conditions). No impact to construction completion date. - Permitting in-progress.
DUF_10_COG DUF_13_NFTC DUF_15_EHIEL CAL_02_VIAN CAL_03_VIAN CAL_06_NFTC	Dufferin Dufferin Dufferin Dufferin Caledon Caledon	Mansfield Marsville Camilla Horning's Mills North East Caledon Central Caledon	301 145 460 649 375 471	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	17.4 13.5 41.7 54.7 26.1 34.3	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	31-Dec-20 28-Feb-21 29-Nov-20 31-Mar-22 15-Jan-21 17-Nov-20	31-Dec-20 28-Feb-21 07-Dec-20 30-Jun-21 05-Feb-21 31-Mar-21	07-Dec-20 05-Feb-21	01-Jan-21 01-Mar-21 30-Nov-20 01-Apr-22 01-Dec-20 01-Dec-20	18-Jan-21 01-May-21 26-Apr-21 01-Jul-21 11-Jan-21 08-Dec-20	11-Jan-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-22 31-Oct-21 31-Jan-22 26-Nov-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-21 31-Oct-21 31-Jan-22 26-Nov-21		31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-22 15-Dec-21 31-Mar-22 28-Feb-22	31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21 15-Dec-21 31-Mar-22 28-Feb-22		32.0% 22.9% 12.0% 3.0% 25.7% 44.4%	\$ 355,476 \$ 534,173 \$ 2,318,642 \$ 2,385,863 \$ 958,656 \$ 1,251,207	\$ - \$ 1,256 \$ - \$ 74,302 \$ 74,928	\$ 355,476 \$ 532,916 \$ 2,318,642 \$ 2,385,863 \$ 884,353 \$ 1,176,279	\$ 829,111		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay. - No impact to Construction completion and In-Service missione dates. - Construction proceeding as planned. - Final permits expected before end of March 2021. - Design report submitted and certificatie approved. - Permit creation in progress and under review. - Construction start delayed by 2 months due to pending permits. - Start of construction pending approval of permits (ROW trunning lino) and additional infrastructure detals to the MC drawings as requested by the Municipality. - Construction is deferred til April 2021 (hetter spring road conditions). No impact to construction completion date - Heighway 9 & Albion firal sections underway. Habit Lake stokened section complete. - Clearance for all permit drawings except for Town of Caledon (cs). Not able to get response from town PM to arrange scheduling. - Probable impact to MI submission date. - Do not anticipate any ssues with over all project completion. - Construction pending approval of permits (ROW trunning line) and Municipal Consent. Also, due to safety reasons (wither road condition on HWV) 6, construction is deferred til April 2021 (better spring road conditions).
DUF_10_COG DUF_13_NFTC DUF_15_EHTEL CAL_02_VIAN CAL_03_VIAN CAL_06_NFTC OXF_01_ROG	Dufferin Dufferin Dufferin Dufferin Caledon Caledon Oxford	Mansfield Marsville Camilla Horning's Mills North East Caledon Central Caledon The Grange	301 145 460 649 375 471 150	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	17.4 13.5 41.7 54.7 26.1 34.3	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	31-Dec-20 28-Feb-21 29-Nov-20 31-Mar-22 15-Jan-21 17-Nov-20 30-Mar-21	31-Dec-20 28-Feb-21 07-Dec-20 30-Jun-21 05-Feb-21 31-Mar-21 30-Nov-20	07-Dec-20 05-Feb-21	01-Jan-21 01-Mar-21 30-Nov-20 01-Apr-22 01-Dec-20 23-Nov-20	18-Jan-21 01-May-21 26-Apr-21 01-Jul-21 11-Jan-21 08-Dec-20 26-Apr-21	11-Jan-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-22 31-Oct-21 31-Jan-22 26-Nov-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-21 31-Oct-21 31-Jan-22 26-Nov-21		31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21 15-Dec-21 31-Mar-22 28-Feb-22	31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21 15-Dec-21 31-Mar-22 28-Feb-22		32.0% 22.9% 12.0% 3.0% 25.7% 44.4%	\$ 355,476 \$ 534,173 \$ 2,318,642 \$ 2,385,863 \$ 958,656 \$ 1,251,207 \$ 1,261,877	\$ - \$ 1,256 \$ - \$ 74,302 \$ 74,928	\$ 355,476 \$ 532,916 \$ 2,318,642 \$ 2,385,863 \$ 884,353 \$ 1,176,279 \$ 1,261,877	\$ 829,111		pulling and splicing of FCCs (hdrovaccing required). - Construction start delayed due to project start-up delay - No impact to Construction completion and in Service - missione dates - Construction proceeding as planned - Final permits expected before and of March 2021 - Design report submitted and certificate approved - Permit creation in progress and under review - Construction start delayed by 2 months due to pending - permits - Start of construction pending approval of permits (ROW - ununing lino) and additional infrastructure detats to the - MC drawings as requested by the Municipally Construction's deferred til April 2021 (better spring road - conditions). No impact to construction completion date - Highway 9 & Albion I rail sections underway, Habit Lake - Sideroad section complete - Clearance for all permit drawings except for Town of - Clearance for all permit drawings except for Town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawin
DUF_10_COG DUF_13_NFTC DUF_15_EHIEL CAL_02_VIAN CAL_03_VIAN CAL_06_NFTC	Dufferin Dufferin Dufferin Dufferin Caledon Caledon Caledon Oxford	Mansfield Marsville Camilla Horning's Mills North East Caledon Central Caledon	301 145 460 649 375 471	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	17.4 13.5 41.7 54.7 26.1 34.3		31-Dec-20 28-Feb-21 29-Nov-20 31-Mar-22 15-Jan-21 17-Nov-20 30-Mar-21 26-Mar-21	31-Dec-20 28-Feb-21 07-Dec-20 30-Jun-21 05-Feb-21 31-Mar-21 30-Nov-20 30-Mar-21	07-Dec-20 05-Feb-21 30-Nov-20	01-Jan-21 01-Mar-21 30-Nov-20 01-Apr-22 01-Dec-20 01-Dec-20 23-Nov-20 15-Apr-21	18-Jan-21 01-May-21 26-Apr-21 01-Jul-21 11-Jan-21 08-Dec-20 26-Apr-21 21-Jun-21	11-Jan-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-22 31-Oct-21 31-Jan-22 30-Dec-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-21 31-Jan-22 26-Nov-21 30-Dec-21		31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21 31-Mar-22 28-Feb-22 30-Mar-22	31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21 15-Dec-21 31-Mar-22 28-Feb-22 30-Mar-22		32.0% 22.9% 12.0% 3.0% 25.7% 44.4%	\$ 355,476 \$ 534,173 \$ 2,318,642 \$ 2,385,863 \$ 958,656 \$ 1,251,207 \$ 1,261,877 \$ 697,305	\$ - \$ 1,256 \$ - \$ 74,302 \$ 74,928	\$ 355,476 \$ 532,916 \$ 2,318,642 \$ 2,385,863 \$ 884,353 \$ 1,176,279 \$ 1,261,877	\$ 829,111		pulling and splicing of FOCs (hdrovaccing required). - Construction start delayed due to project start-up delay - No impact to Construction completion and In-Service misstone dates - Construction proceeding as planned - Final permits expected before end of March 2021 - Beign report submitted and certificatie approved - Permit creation in progress and under review - Construction start delayed by 2 months due to pending permits - Start of construction pending approval of permits (ROW - unruning lino) and additional infrastructure detals to the MC drawings as requested by the Municipally Construction is deferred til April 2021 (hetter spring road conditions). No impact to construction completion date - Permitting in progress - Construction in progress and starting to pick up pace - Highway 9 & Albion firal sections underway. Habit Lake - Sideroad section complete - Clearance for all permit drawings except for Town of - Caledon (cs). Not able to get response from town PM to arrange scheduling - Probable impact to MI submission date Do not anticipate any issues with overall project - completion - Construction pending approval of permits (ROW - running lino) and Municipal Consent. Also, due to safety - reasons (winter road condition on HWV) 6, construction is - deferred til April 2021 (better spring road conditions) - No impact to construction reposition date Construction start delayed due to project start-up delay - No impact to construction reposition and service
DUF_10_COG DUF_13_NFIC DUF_15_EHIEL CAL_02_VIAN CAL_03_VIAN CAL_06_NFIC OXF_01_ROG OXF_02_QUAD	Dufferin Dufferin Dufferin Dufferin Caledon Caledon Oxford	Mansfield Marsville Camilla Horning's Mills North East Caledon Central Caledon The Grange Drumbo Brooksdale	301 145 460 649 375 471 150	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	17.4 13.5 41.7 54.7 26.1 34.3 15.9	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	31-Dec-20 28-Feb-21 29-Nov-20 31-Mar-22 15-Jan-21 17-Nov-20 30-Mar-21 26-Mar-21	31-Dec-20 28-Feb-21 07-Dec-20 30-Jun-21 05-Feb-21 31-Mar-21 30-Nov-20 30-Mar-21 28-May-22 30-Apr-23 30-Apr-23	07-Dec-20 05-Feb-21 30-Nov-20	01-Jan-21 01-Mar-21 30-Nov-20 01-Apr-22 01-Dec-20 01-Dec-20 23-Nov-20 15-Apr-21	18-Jan-21 01-May-21 26-Apr-21 01-Jul-21 11-Jan-21 08-Dec-20 26-Apr-21	11-Jan-21	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-22 31-Oct-21 31-Jan-22 26-Nov-21 30-Dec-21 30-Nov-22 23-Sep-22	31-Dec-21 28-Feb-22 08-Dec-21 30-Nov-21 31-Oct-21 31-Jan-22 26-Nov-21		31-Mar-22 31-Mar-22 28-Feb-22 31-Dec-21 31-Mar-22 28-Feb-22 30-Mar-22	31-Mar-22 31-Mar-22 31-Dec-21 31-Dec-21 31-Mar-22 31-Mar-22 30-Mar-22 30-Mar-22 30-Sep-23 30-Sep-23		32.0% 22.9% 12.0% 3.0% 25.7% 44.4%	\$ 355,476 \$ 534,173 \$ 2,318,642 \$ 2,385,863 \$ 958,656 \$ 1,251,207 \$ 1,261,877	\$ - \$ 1,256 \$ - \$ 74,302 \$ 74,928	\$ 355,476 \$ 532,916 \$ 2,318,642 \$ 2,385,863 \$ 884,353 \$ 1,176,279 \$ 1,261,877	\$ 829,111		pulling and splicing of FCCs (hdrovaccing required). - Construction start delayed due to project start-up delay - No impact to Construction completion and in Service - missione dates - Construction proceeding as planned - Final permits expected before and of March 2021 - Design report submitted and certificate approved - Permit creation in progress and under review - Construction start delayed by 2 months due to pending - permits - Start of construction pending approval of permits (ROW - ununing lino) and additional infrastructure detats to the - MC drawings as requested by the Municipally Construction's deferred til April 2021 (better spring road - conditions). No impact to construction completion date - Highway 9 & Albion I rail sections underway, Habit Lake - Sideroad section complete - Clearance for all permit drawings except for Town of - Clearance for all permit drawings except for Town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for town of - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawings except for fown or - Clearance for all permit drawin

SWIFT Project Dashboard Feb-21 Report Date: 28-Feb-21

Column C	Feb-21			Report Date:	28-Feb-21																							SWIFT
Column C		County	Area	Planned	em ses Pass Comp ete	sed Sevceabe	Fibre Ro	oad KMs Compete	Mie	estone 1 (Des Fo ecast	gn) Actua	Contract	nstruct on Sta	Actua	Miesto	rne 2 (Constru Fo ecast	Actua	Mi estor	ne 3 (n Service Fo ecast Ad	e) % ctua Comp	pete To	ita*	Funding Invoiced	Rema n ng	Pro ect '	Vaue §	Schedu e sados	Notes
Color Colo					0	0	11.1	0																\$ 426,448	\$ 61	11,377	00	
State Stat					0	0		0															\$ -	\$ 2,802,812	\$ 5,94	10,363		- Pre-Design work in progress
Control Cont					0	O		0				,																Risk of delay to Milestone #1 and Construction start date due to internal delays with Contractor Selection. No impact to Construction Complete and In-Service milestones.
Ref		Essex			0	0	21.7	0	30-Apr-21	30-Apr-21		·																Risk of delay to Milestone #1 and Construction start date due to internal delays with Contractor Selection. No impact to Construction Complete and In-Service milestones.
Proceedings		Essex			0	0		0	30-Oct-20		30-Oct-20			01-Mar-21									\$ -					- RISK: Cocates deferred till spring to a 103 private premises due to unavaliability of owners. This may delay construction completion RISK: Construction complete will be delayed due to city construction on Haven Ref (unknown at this time when this will complete). This will delay the completion of 22 premises (4% of the project). No impact to remaining project scope.
Color Colo		Essex				0		0	13-Nov-20	13-Nov-20	13-Nov-20	16-Nov-20	05-Apr-21										-					numerous revisions to the permits - Construction will be delayed due to more complex work in order to meet Lakeshore city's request regarding vault placements, road crossings, and drawing layouts, lak'savvy spent significant time to adjust and regenerate designs/maps. ESX, 18, 1EK's has a large underground (UG) portion (majority of them). This is taking additional time to update and age the permits approved. - The construction delay will impact both construction and in-service end dates.
	GRY_02_EHTEL	Grey	Dromore	1007	30	0	59.0	4	31-Mar-21	02-Nov-20	02-Nov-20	01-Apr-21	01-Dec-20	01-Dec-20	31-Dec-22	30-Jun-21	3	31-Dec-22	31-Jul-21	15.0	1% \$ 2,	687,020	\$ 257,727	\$ 2,429,294	\$ 4,27	71,476		- Construction in-progress.
Conf. C.	GRY_03_EHTEL	Grey	Allan Park	897	0	0	51.3	0	31-Mar-21	22-Jan-21	22-Jan-21	01-Apr-21	01-Apr-21		31-Dec-22	31-Jul-21	3	31-Dec-22 3	1-Aug-21	1.0	% \$ 2,	532,314	\$ -	\$ 2,532,314	\$ 3,78	37,389	000	- SVCA permits received.
GPC_BUSHOD GPC_BU	GRY_07_XPLO	Grey	Holland Centre	1058	0	0	56.6	0	25-Aug-21	25-Aug-21		21-Jun-21	21-Jun-21		15-Mar-22	15-Mar-22		15-Jun-22 1	5-Jun-22	3.5	% \$ 2,	602,109	\$ -	\$ 2,602,109	\$ 4,20	09,060	000	Preliminary design under review MAA in-progress Finalizing contract negotiations with design-build
Marcol M					0	0		0															\$ -					Preliminary design under review MAA in-progress Finalizing contract negotiations with design-build contractor
Design report such mid-level											22 5-1-21			04 5-4-04									\$ -					- MAA in-progress - Finalizing contract negotiations with design-build contractor
BRUD_SUBSTRICT Name: Seath Black 1 1991 9 9 0 124 4 0 21 Aug 21 21 21 22 24 24 21 1 01 Aug 21 01 Aug 21 1 01 Aug 21 01 Aug 21 1 01 Aug 21 01 A								U			23-FED-21			01-reb-21									.					Design report submitted, reviewed, and approved Construction started
BRU D J C BRU D								0					_										\$ -					underway
BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_Buse_BBU_05_BR_O_BR_O_Buse_BBU_05_BR_O_Buse_B									1				_										\$ -					underway
BRU_08_XPLO Bruce Lons Head 647 0 0 182 0 22-Aug-21 22-Aug-21 01-Aug-21 02-Apr-22 23-Apr-22 20-Apr-22 20-Apr		Bruce			0	0	29.6	0	31-Mar-21	31-Mar-21					14-Dec-22	14-Dec-22	3	31-Dec-22 3	1-Dec-22									requested by the Chippewas of Nawash (at Cape Croker). They will be re-building their area's waterline and will be in-conflict with ongoing GBTEL construction. - No other construction possible until completion of the waterline rebuild
BRU_11_BHTL Bruce Cargli 1054 0 0 26.3 0 22.4u_g21 27.4u_g21 01.4u_g21 01.4u_g21 02.4u_g22 20.4u_g22 20.4u_								0															\$ -					
BRU_11_BHTEL Bruce Cargli 1054 0 0 66.4 0 31-Mar-21 31-Mar-21 01-Apr-21 31-Mar-21 31-Mar-21 31-Mar-21 31-Mar-21 31-Mar-21 31-Mar-21 31-Mar-22 31-M					0	0		0															\$ -					
BRU_13_GBTEL Bruce Supness 252 0 0 0 22.3 0 15-Jan-21 24-Feb-21 24-Feb-21 24-Feb-21 30-Nov-22 31-Dec-22 31			Cargill					0				01-Jul-21													\$ 4,69	90,914		Reverted design completion forecast to original forecast date (i.e., March 31, 2021) - wailing for confirmation of POP placements - no impact to construction complete
Design report between the construction for Adjala & Bradf Simcoe Althone 1207 0 0 17.8 0 31.May-21 15.May-21 01.Jun-21 01.Jun-21 01.Jun-21 30.Apr-22 30.Jun-22 30.Jun-																												Working on detailed design, supply and equipment list.
SIM_03_VIAN Since Althone 1207 0 0 72.8 0 31-Mar-21 15-May-21 01-Jun-21 01-J	BRU_13_GBTEL	Bruce	Skipness	252	0	0	22.3	0	15-Jan-21	24-Feb-21	24-Feb-21	16-Jan-21	23-Feb-21	23-Feb-21	30-Nov-22	30-Nov-22	3	31-Dec-22 3	1-Dec-22	6.0	% \$	913,906	\$ 12,173	\$ 901,732	\$ 1,50	00,081		Permits acquired Design report submitted, reviewed, and approved Locates in-progress / construction started
Minderway and signs and of Schedule Sinco	SIM_03_VIAN	Simcoe	Athlone	1207	0	0	72.8	0	31-Mar-21	15-May-21		01-Apr-21	20-Nov-20	20-Nov-20	31-Jan-22	31-Jan-22		31-Mar-22 3	1-Mar-22	33.6	\$ 2,	946,507	\$ 129,508	\$ 2,816,998	\$ 5,78	31,322		MI forecast date adjusted due to permit approval for small area in New Tecumseth, sections in Adjata along Highway 89 & into Town of Rosemont - Do not anticipate any issues with overall project completion - Construction for Adjata & Bradford sections well
Sim_10_BELL Simcoe Horseshoe Valley 2853 0 0 100.4 0 31-May-21 31-May-21 01-Jun-21 30-Apr-22 30-Apr-22 30-Jun-22 30-Jun-	SIM_09_BELL	Simcoe	Edgar	2331	0	0	107.9	0	31-May-21	31-May-21		01-Jun-21	01-Jun-21		30-Apr-22	30-Apr-22		30-Jun-22 3	0-Jun-22	16.0	1% \$ 3,	649,045	\$ -	\$ 3,649,045	\$ 9,28	30,259		underway and ahead of schedule
SIM_11_BELL Sincoe Wahnekewaning 5420 0 0 180.4 0 31-May-21 31-May-21 01-Jun-21 01-Jun-21 30-Apr-22 30-Jun-22 30-Jun-22 16.0% \$ 6.698.376 \$ \$ 6.698.376 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489 \$ 6 \$ 13.091.489		Simcoe	Horseshoe Valley	2853	0	0	100.4	0				01-Jun-21	01-Jun-21					30-Jun-22 3	0-Jun-22	16.0	0% \$ 3,	807,662	\$ -					- On-track for submission as per schedule 1 - Rough designs nearing completion
SIM_17_ROG Simcoe NewLowell 422 0 0 0 15.0 0 30-Jun-21 02-Jul-21 02-Jul-21 02-Jul-21 02-Jul-21 030-Mar-22 30-Mar-22 0.5% \$ 812,107 \$. \$ 812,1	SIM_11_BELL	Simcoe	Wahnekewaning	5420	0	0	180.4	0	31-May-21	31-May-21		01-Jun-21	01-Jun-21		30-Apr-22	30-Apr-22		30-Jun-22 3	0-Jun-22	16.0	1% \$ 6,	698,376	\$ -	\$ 6,698,376	\$ 13,09	91,489	000	
SIM 24 COG Simon Sovern Ridge 467 0 0 192 0 20, lim 21 20, lim 21 01, lik21 01, lik21 20, lim 22 20, lim 22 21, lim 22 22 22 22 23 24 25 25 25 25 25 25 25 25 25 25 25 25 25	SIM_17_ROG	Simcoe		422	0	0	15.0	0	30-Jun-21	30-Jun-21		02-Jul-21	02-Jul-21		28-Feb-22	28-Feb-22	1:	30-Mar-22 3	0-Mar-22	0.5	% \$	812,107	\$ -	\$ 812,107	\$ 1.80	06,519	000	- On-u ack for submission as per schedule - Pre-design work in-progress
winder for the property of the		Simcoe	Severn Bridge	467	0	0	19.2	0					01-Jul-21				3	31-Dec-22 3	1-Dec-22				\$ -	\$ 639,127	\$ 1,46	58,233	00	- Pre-Design work in progress

SWIFT Project Dashboard Feb-21 Report Date: 28-Feb-21

				20-1 60-21																						24161
			Pi	rem ses Pass	ed	Fibre R	oad KMs	Mie	estone 1 (Des	gn)	Co	nstruct on Sta	irt	Miestor	ne 2 (Constr	ructon)	Miest	tone 3 (n Se	erv ce)			Funding			Status	
Proects	County		Planned	Comp ete	Se v ceab	e Planned	Comp ete													% Compete				Pro ect Value	Schedu e	Notes
WIN_02_COG	Windsor	Windsor	190	0	0	12.2	0	30-Jun-21	30-Jun-21		01-May-21	01-May-21		30-Jun-22	30-Jun-22		31-Jul-22	31-Jul-22		15.0%	\$ 570,344	\$ -	\$ 570,344	\$ 936,160	000	Design work in progress Design report and construction start on schedule Design and construction conversations and negotiations continuing on with Riverfront Festival Plaza, Lens Ave, Matchete Road, and Howard Ave.
WAT_04_NFTC	Waterloo	Maryhill	140	0	0	21.0	0	31-Mar-21	31-Mar-21		01-Apr-21	01-Apr-21		15-Mar-22	15-Mar-22		15-Apr-22	15-Apr-22		12.0%	\$ 1,288,048	\$ -	\$ 1,288,048	\$ 1,926,436		- Design work in-progress
WAT_05_EHTEL	Waterloo	Weissenburg	92	0	0	14.0	0	31-Mar-21	31-Mar-21		01-Apr-21	01-Apr-21		31-Dec-21	31-Dec-21		31-Mar-22	31-Mar-22		1.0%	\$ 584,096	\$ -	\$ 584,096	\$ 873,588		- Permit work in-progress
WAT_11_ROG	Waterloo	Haysville	104	0	0	6.4	0	29-Oct-21	29-Oct-21		01-Aug-21	01-Aug-21		31-May-22	31-May-22		30-Jun-22	30-Jun-22		0.5%	\$ 275,039	\$ -	\$ 275,039	\$ 573,874	000	- WAT_11_ROG-CR001 - scope change (included AYR)
WAT_14_BELL	Waterloo	Clyde	250	0	0	13.5	0	31-May-21	31-May-21		01-Jun-21	01-Jun-21		30-Apr-22	30-Apr-22		30-Jun-22	30-Jun-22		16.0%	\$ 861,964	\$ -	\$ 861,964	\$ 1,289,174		- Design underway
WAT_15_NFTC	Waterloo	Bamberg	507	0	0	82.4	0	31-Mar-21	31-Mar-21		01-Apr-21	01-Apr-21		31-Jul-22	31-Jul-22		31-Aug-22	31-Aug-22		10.0%	\$ 4,844,203	\$ -	\$ 4,844,203			- Design work in-progress
NIA_02_COG	Niagara	Fulton	755	0	0	53.2	0	30-Jun-21	30-Jun-21		01-Jul-21	01-Jul-21		30-Nov-22			31-Dec-22			12.5%	\$ 1,845,823		\$ 1,845,823			- Pre-Design work in progress
NIA_09_BELL	Niagara	Niagara-on-the-Lake	2014	0	0	137.4	0	31-Jul-21	31-Jul-21		01-Aug-21	01-Aug-21		31-May-22			30-Jun-22			12.0%	\$ 2,039,653		\$ 2,039,653			On-track for submission as per schedule
NIA_24_NRBN	Niagara	Chantler	626	0	0	71.2	0	02-Jul-21	02-Jul-21		05-Jul-21	05-Jul-21		01-Dec-22	01-Dec-22		30-Dec-22	30-Dec-22		2.0%	\$ 1,651,274	\$ -	\$ 1,651,274			- Pre-design work in-progress
NIA_28_BELL	Niagara	Wainfleet	2234	0	0	134.4	0	31-Jul-21	31-Jul-21		01-Aug-21	01-Aug-21		31-May-22	31-May-22		30-Jun-22	30-Jun-22		12.0%	\$ 3,299,395	\$ -	\$ 3,299,395			Pre-Design work & vendor selection complete Detailed design field visits underway
BRA_05_XPLO	Brant	Brant	2465	0	0	120.3	0	22-Oct-21	22-Oct-21		23-Oct-21	23-Oct-21		02-Jul-22	02-Jul-22		31-Aug-22	31-Aug-22		0.0%	\$ 3,169,647	\$ -	\$ 3,169,647	\$ 9,371,827		Pre-Design work in progress MAA in place Sole source award to Aecon-Six Nations may be required for project segment within Six Nations Reserve. Possible risk
LON_02_NFTC	London	London	485	0	0	24.8	0	30-Jun-21	30-Jun-21		01-Jul-21	01-Jul-21		31-Aug-22	31-Aug-22		30-Nov-22	30-Nov-22		4.0%	\$ 1,650,882	\$ -	\$ 1,650,882	\$ 2,709,750		- Pre-design work in-progress
CHK_00_TEKS	Chatham-Kent	Moraviantown	94	94	0	12.6	13	17-Jul-20	17-Jul-20	17-Jul-20	24-Aug-20	28-Aug-20	28-Aug-20	09-Oct-20	04-Dec-20	06-Dec-20	16-Oct-20	22-Jan-21	22-Jan-21	100.0%	\$ 478,038	\$ -	\$ 478,038	\$ 692,871	000	- Project complete - Final invoice will be submitted
CHK_02_TEKS	Chatham-Kent	Tupperville	516	0	0	26.9	0	19-Mar-21	19-Mar-21	12-Mar-21	22-Feb-21	05-Apr-21		15-Sep-21	15-Sep-21		30-Oct-21	30-Oct-21		5.0%	\$ 719,790	\$ -	\$ 719,790	\$ 2,335,640	a	Construction delayed due to pending permits/materials No impact to construction completion date
CHK_03_TEKS	Chatham-Kent		413	0	0	27.4	0	19-Feb-21			22-Feb-21			05-Nov-21			05-Dec-21			5.0%	\$ 848,763		\$ 848,763			Design document submitted for review and approval Construction delayed due to pending permits/materials No impact to construction completion date
CHK_04_TEKS	Chatham-Kent		803	0	0	45.9	0	05-Mar-21		05-Mar-21	22-Feb-21			21-Jan-22				21-Feb-22		0.0%	\$ 1,667,400		\$ 1,667,400			Design Report submitted on time Construction delayed due to pending permits/materials No impact to construction completion date
CHK_18_COG	Chatham-Kent	Erie Beach	2777	0	0	115.1	0	31-Oct-21	31-Oct-21		01-Nov-21	01-Nov-21		31-Mar-23	31-Mar-23		30-Apr-23	30-Apr-23		5.0%	\$ 3,685,068	\$ -	\$ 3,685,068	\$ 9,402,964	000	- Pre-design work commenced

From: TAF / TCR (NRCAN/RNCAN)
Sent: March 18, 2021 10:19 AM

To: Brian Lima

Subject: [SPAM] Request for Proposals Coming Soon – Zero Emission Vehicle Infrastructure Program

Natural Resources Canada will be launching a Request for Proposals (RFP) under the **Zero Emission Vehicle Infrastructure Program** (ZEVIP) on **March 24, 2021.** This RFP will target electric vehicle charging and hydrogen refuelling infrastructure projects in public places, on-street, workplaces, multi-unit residential buildings (MURBS) and for light-duty vehicle fleets.

Funded through Budget 2019 and the 2020 Fall Economic Statement, ZEVIP supports the deployment of a network of zero emission vehicle charging stations (Level 2 and higher) and hydrogen refuelling infrastructure in more localized areas where Canadians live, work and play. Support will also be available in a <u>subsequent RFP</u> for strategic projects for electric vehicle and/or hydrogen infrastructure for corporate fleets and last-mile delivery fleets.

The Program expects to launch several RFPs targeting one or more infrastructure categories (multi-unit residential buildings, workplaces, public places, on-street, light-duty vehicle fleets and medium and heavy-duty vehicle fleets) each year.

If you have any questions about the Program, please do not hesitate to contact us at:

nrcan.taf-tcr.rncan@canada.ca

Regards,

The Fuel Diversification Division

Natural Resources Canada

CLOSED MEETING AGENDA

March 23, 2021

Staff Reports:

- 1) Tree Commissioner/Weed Inspector *Municipal Act Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board* Investigation Update (verbal).
- 2) CEMC/Fire Training Officer Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board Community Emergency Management Support for the Municipality of Dutton Dunwich.
- 3) CEMC/Fire Training Officer Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees Fire Training Officer Organizational Update (verbal).
- 4) Director of Human Resources Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations Human Resources Department structure review and recommendations.
- 5) Director of Engineering Services Municipal Act Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board Whites Station Operations Centre Property Divestment.
- 6) Director of Engineering Services Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations Service Delivery Review In-House Engineering Design Business Case.
- 7) Chief Administrative Officer Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations (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 Economic Development Review.

COUNTY OF ELGIN

By-Law No. 21-13

"BEING A BY-LAW TO ESTABLISH REMUNERATION RATES FOR EMPLOYEES COVERED BY THE JOB EVALUATION SCALE"

WHEREAS pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS pursuant to Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the said Municipal Act, 2001 or any other Act;

AND WHEREAS pursuant to Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, broad authority is conferred on a municipality to enable governance of its affairs as considered appropriate;

AND WHEREAS By-Law No. 20-23 has most recently established remuneration rates for positions not covered by a collective agreement or otherwise;

AND WHEREAS it is necessary to establish or to make changes to the remuneration rates for and to be paid to the persons currently holding those positions.

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

- 1. That the attached Schedule "A" and Schedule "B" be and the same are hereby adopted to establish the remuneration rates for persons employed in the positions referenced therein.
- 2. That the remuneration rates provided in Schedules to this By-Law shall become effective on and for the first pay period of and for calendar year 2021.
- 3. That By-Law No. 20-23 be and the same is hereby repealed.
- 4. That this By-Law becomes effective upon the date of its enactment after third reading thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23^{rd} DAY OF MARCH 2021.

Julie Gonyou,	Tom Marks,
Chief Administrative Officer.	Warden.

SCHEDULE "A" By-Law No. 21-13

POSITIONS

1.	ADMINISTRATIVE SERVICES Chief Administrative Officer	Level 18
	Manager of Planning Solicitor/Prosecutor Fire Training Officer/CEMC Planner (West Elgin / Southwold) temporary Legislative Services Supervisor Corporate Communications & Engagement Coordinator Legislative Services Coordinator Tree/Weed Inspector/By-Law Enforcement Officer Planning Technician Legal Assistant	Level 12 Level 11 Level 10 Level 7 Level 6 Level 6 Level 5 Level 5 Level 4 Level 4
2.	COMMUNITY & CULTURAL SERVICES Director of Community & Cultural Services Library Coordinator Manager of Museum and Archives Branch Supervisor Digital Services Librarian Assistant Archivist Archivist Assistant Administrative Assistant Museum Assistant	Level 14 Level 8 Level 7 Level 6 Level 5 Level 4 Level 3 Level 3
3.	ECONOMIC DEVELOPMENT & TOURISM General Manager of Economic Development Economic Development Coordinator Tourism Services Coordinator Economic Development Assistant	Level 12 Level 7 Level 5 Level 3
4.	ENGINEERING SERVICES Director of Engineering Services Deputy Director of Engineering Services Manager of Corporate Facilities Building Sciences Technologist GIS / Asset Management Coordinator Administrative Assistant (Engineering & Planning)	Level 14 Level 12 Level 10 Level 6 Level 6 Level 3
5.	FINANCIAL SERVICES Director of Financial Services Manager of Financial Services Senior Financial Analyst Purchasing Coordinator Manager of Court Services Financial Analyst Provincial Offences Administrative Clerk Provincial Offences Administrative Assistant	Level 15 Level 8 Level 8 Level 7 Level 5 Level 5 Level 3
6.	INFORMATION TECHNOLOGY SERVICES Director of Information Technology Services Manager of Information Technologies Information Technologies Coordinator Senior Network Analyst Network Analyst	Level 14 Level 12 Level 8 Level 7 Level 5
7.	HUMAN RESOURCES Director of Human Resources Manager of Human Resources Human Resources Assistant Accessibility Coordinator Administrative Assistant (temporary)	Level 14 Level 10 Level 6 Level 6 Level 3
8.	LONG-TERM CARE HOMES Director of Homes & Seniors Services Administrator Manager of Resident Care Manager of Support Services Manager of Program and Therapy Services Quality Improvement Coordinator Resident Care Coordinator Administrative Assistant	Level 15 Level 14 Level 12 Level 8 Level 7 Level 7 Level 3

Schedule "B"

By-Law No. 21-13

2021 Non-Union Salary Grid

(Revised March 9, 2021)

Salary	Annual Salary	(Base)				(Job Rate)	Annual Salary
Level	at Base Rate	Step 1	Step 2	Step 3	Step 4	Step 5	at Job Rate
18	169,587.60	93.18	96.91	100.79	104.82	109.01	198,398.20
17	154,044.80	84.64	88.03	91.55	95.21	99.02	180,216.40
16	141,323.00	77.65	80.76	83.99	87.35	90.84	165,328.80
15	129,675.00	71.25	74.10	77.06	80.14	83.35	151,697.00
14	123,996.60	68.13	70.86	73.69	76.64	79.71	145,072.20
13	113,131.20	62.16	64.65	67.24	69.93	72.73	132,368.60
12	102,247.60	56.18	58.43	60.77	63.20	65.73	119,628.60
11	94,603.60	51.98	54.06	56.22	58.47	60.81	110,674.20
10	86,905.00	47.75	49.66	51.65	53.72	55.87	101,683.40
9	80,189.20	44.06	45.82	47.65	49.56	51.54	93,802.80
8	73,437.00	40.35	41.96	43.64	45.39	47.21	85,922.20
7	70,561.40	38.77	40.32	41.93	43.61	45.35	82,537.00
6	64,282.40	35.32	36.73	38.20	39.73	41.32	75,202.40
5	57,876.00	31.80	33.07	34.39	35.77	37.20	67,704.00
4	54,090.40	29.72	30.91	32.15	33.44	34.78	63,299.60
3	51,597.00	28.35	29.48	30.66	31.89	33.17	60,369.40

CORPORATION OF THE COUNTY OF ELGIN

By-Law No. 21-14

BEING A BY-LAW TO AMEND BY-LAW NO. 20-63, AS A BY-LAW TO PROHIBIT AND/OR OTHERWISE REGULATE OFF-ROAD VEHICLES (ORVS) ON COUNTY ROADS

WHEREAS the Municipal Council of the Corporation of the County of Elgin enacted By-Law No. 20-63 as a By-Law to prohibit and/or regulate Off-Road Vehicles (ORVs) on County Roads;

AND WHEREAS amendment to By-Law No. 20-63 is required to facilitate enforcement of the said By-Law, particularly pursuant to Part 1 of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

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

Section 1 – Amendment of By-Law 20-63

- 1. By-Law No. 20-63 shall be amended as follows:
- (a) Section 8(4) of the said By-Law 20-63 shall be deleted and the following section substituted therfor:
 - "(4) Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to any penalty as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended."

READ A FIRST, SECOND, and THIR March, 2021.	D TIME and FINALLY PASSED this 23 rd day of
	
Julie Gonyou	Tom Marks
Chief Administrative Officer	Warden