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ORDERS OF THE DAY

FOR TUESDAY, MARCH 9, 2021 – 9:00 A.M.

ORDER

- 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. – Long-Term Care Homes, Shirley Schuurman**
- 5th Motion to Move Into “Committee Of The Whole Council”
- 6th Reports of Council, Outside Boards and Staff
- 7th Council Correspondence
 - 1) Items for Consideration
 - 2) Items for Information (Consent Agenda)
- 8th **OTHER BUSINESS**
 - 1) Statements/Inquiries by Members
 - 2) Notice of Motion
 - 3) Matters of Urgency
- 9th Closed Meeting Items
- 10th Recess
- 11th Motion to Rise and Report
- 12th Motion to Adopt Recommendations from the Committee Of The Whole
- 13th Consideration of By-laws
- 14th ADJOURNMENT

Video Conference Meeting – IN-PERSON PARTICIPATION RESTRICTED
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NOTE FOR MEMBERS OF THE PUBLIC:

Please click the link below to watch the Council Meeting:

<https://www.facebook.com/ElginCountyAdmin/>

Accessible formats available upon request.

ELGIN COUNTY COUNCIL

MINUTES

February 23, 2021

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

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 (electronic)
Brian Masschaele, Director of Community and Cultural Services (electronic)
Amy Thomson, Director of Human Resources (electronic)
Nancy Pasato, Manager of Planning (electronic)
Mike Baker, Manager of Museum and Archives (electronic)
Jeff Lawrence, Tree Commissioner/Weed Inspector (electronic)
Katherine Thompson, Supervisor of Legislative Services (in-person)
Carolyn Krahn, Legislative Services Coordinator (in-person)

1. CALL TO ORDER

Elgin County Council met this 23rd day of February, 2021 in the Council Chambers, at the County Administration Building, St. Thomas at 9:00 a.m. with Warden Marks in the chair. Some Councillors and staff participated electronically by video conference.

2. ADOPTION OF MINUTES

Moved by: Councillor Purcell
Seconded by: Councillor Mennill

RESOLVED THAT the minutes of the meeting held on February 9, 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		No	
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		8	1	0

- Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

4.1 St. Thomas Economic Development Corporation, Joint EDCO Award – Sean Dyke

Sean Dyke presented to Council the Innovation in Community Resiliency Award (Rural) for the Railway City Recovery Plan received by the St. Thomas Economic Development Corporation from the Economic Developers Council of Ontario. Elgin County assisted the St. Thomas Economic Development Corporation in the development of the award-winning plan.

Moved by: Councillor Jones
Seconded by: Councillor Mennill

RESOLVED THAT the presentation from the St. Thomas Economic Development Corporation 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 Ketchabaw

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 Clearing Exemption Application for Lot 4, Concession 14, Municipality of West Elgin, County of Elgin – Tree Commissioner/Weed Inspector

The Tree Commissioner/Weed Inspector provided information about an application for Council Exemption for Woodlands Clearing received from Lou Nirta, requesting

permission to clear 0.34 hectares (~0.83 acres) of woodland for the purpose of providing driveway access to a lakeside parcel of property on Part of Lot 4, Concession 14, in the Municipality of West Elgin.

Moved by: Councillor Mennill
Seconded by: Councillor Jones

RESOLVED THAT the report titled "Clearing Exemption Application for Lot 4, Concession 14, Municipality of West Elgin, County of Elgin" from the Tree Commissioner/Weed Inspector, dated February 9, 2021 be received and filed; and

THAT Council approve the Council Exemption for Woodlands Clearing Application submitted by Lou Nirta on the following conditions:

- (a) Planting of 525 trees of approved species and height in location(s) acceptable to Tree Commissioner;
- (b) Proper demarcation of both the interior boundary line of the "Disputed Area" and a line 5 feet with the area to be harvested by a qualified surveyor with confirmation to the Tree Commissioner;
- (c) No harvest or removal of trees within the 5-foot buffer of land between the lines marked as set forth in item (b) above;
- (d) Harvest and removal of trees only in a manner that does not allow any tree to fall within the "Disputed Area";
- (e) No damage to be caused within the "Disputed Area" including any trees or vegetation therein;
- (f) Harvest/removal works not to begin prior to specific written authorization from the Tree Commissioner after inspection of site following at least 48 hours notice of proposed commencement of such works;
- (g) No entry within the "Disputed Area" during the harvest/removal works;
- (h) Monitoring of the tree harvest/removal works by the surveyor or professional forester retained by the Applicant to ensure no works are undertaken in the 5-foot strip as referenced above and/or within the "Disputed Area". Applicant must provide written notice of identity of retained monitor at least 7 days prior to commencement of harvest works. After completion of the tree removal works, the retained surveyor/forester shall file a written report with the Tree Commissioner outlining observations and confirming compliance with conditions.

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 **Homes – Administration Policy Manual Review and Revisions – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services provided an overview of revisions made to the Homes Policy Manual for Administration.

Moved by: Councillor Purcell
Seconded by: Councillor Jones

RESOLVED THAT the report titled “Homes – Administration Policy Manual Review and Revisions” from the Director of Homes and Seniors Services, dated February 16, 2021 be received and filed; and,

THAT Council approve the “County of Elgin Homes and Seniors Services Administrative 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.

6.3 **Approval for Official Plan Amendment No. 19, Part of Lot 24, Concession 3, Township of Malahide, Ontario, 51631 & 51553 Calton Line – Manager of Planning**

The Manager of Planning provided information regarding Official Plan Amendment No.19 submitted by the Township of Malahide to the County of Elgin on December 23, 2020 for approval.

Moved by: Councillor McPhail
Seconded by: Councillor Purcell

RESOLVED THAT the Council of the Corporation of the County of Elgin approves Official Plan Amendment No.19 to the Township of Malahide Official Plan, File No. MA-OPA 19-20; and,

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

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 **Request for Settlement Area Expansions – County of Elgin – Manager of Planning**

The Manager of Planning presented a report regarding options for settlement area expansions as directed by Council after they received information from Councillor Purcell regarding local development pressures including an urgent need to expand settlement areas in the Municipality of Dutton Dunwich.

Moved by: Councillor Purcell
Seconded by: Councillor Jones

RESOLVED THAT the report titled “Request for Settlement Area Expansion – Municipality of Dutton Dunwich” dated February 17, 2021 from the Manager of Planning be received and filed; and

THAT the Warden be directed to send a letter to Hon. Steve Clark, Minister of Municipal Affairs and Housing and to Hon. Jeff Yurek, MPP, detailing the need for additional amendments to the Provincial Policy Statement that would allow municipalities to expand settlement areas in a timelier fashion; and

THAT an advanced study including population projections and growth forecasting for the Municipality of Dutton Dunwich is not needed in advance of the data/projections that will be gathered to support the Official Plan 5-year Review.

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.

6.5 **Cycling History Murals Project Overview – Director of Community and Cultural Services**

The Director of Community and Cultural Services provided an overview of and proposed next steps for the cycling history murals project. This project will be funded by a bequest received by the Elgin County Museum in July 2020 from the estate of Donna Vera Evans Bushell. According to the terms of the funding agreement, the goal of the project is to “animate the existing network of cycling trails throughout Elgin County by adding new murals and signs along these trails in collaboration with private and public partners, and emphasize the theme of transportation.”

Moved by: Councillor Giguère
Seconded by: Councillor Mennill

RESOLVED THAT the report titled “Cycling History Murals Project Overview” from the Director of Community and Cultural Services dated February 23, 2021 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.

6.6 **Enterprise Geographic Information System – Director of Engineering Services**

The Director of Engineering Services presented a report regarding Elgin County's and the local municipalities' need for an expanded GIS system to function effectively and efficiently and to support initiatives in several departments including County Planning and Economic Development.

Moved by: Councillor Martyn
Seconded by: Councillor McPhail

RESOLVED THAT the report titled "Enterprise Geographic Information System" from the Director of Engineering Services, dated February 12, 2021 be received and filed;

THAT the County approve the single source purchase of the ESRI Enterprise License Agreement for a three-year commitment in the total amount of \$203,010.00, and ESRI implementation consulting with an up-set limit of \$50,094.00 in accordance with section 4.7(c,d) of the Procurement Policy;

THAT the County enter into a three-year GIS Enterprise License Agreement with ESRI Canada on behalf of the County of Elgin and its municipal partners be approved; and,

THAT the Warden and Chief Administrative Officer be directed and authorized to execute the Enterprise License Agreement with ESRI Canada.

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.

6.7 **UpLink Communications Municipal Road Access Agreement – Director of Engineering Services**

The Director of Engineering Services provided information about a Municipal Road Access Agreement with UpLink Communications. Uplink Communications Inc. delivers high speed internet service and proposes fibre telecommunications infrastructure to be installed in the hamlet of New Sarum within the Municipality of Central Elgin, specifically along Belmont Road (CR74). For the work to proceed, an agreement governing access, use, and construction/maintenance of the works is required.

Moved by: Councillor Mennill
Seconded by: Councillor Purcell

RESOLVED THAT the report titled “UpLink Wireless Municipal Road Access Agreement” from the Director of Engineering Services, dated February 11, 2021 be received and filed; and,

THAT the Warden and Chief Administrative Officer be directed and authorized to execute the Municipal Access Agreement between the Corporation of the County of Elgin and Uplink Communications Inc. for the installation and operation of telecommunications infrastructure along a section of Belmont Road (CR74).

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

None.

7.2 Items for Information (Consent Agenda)

7.2.1 Elgin Clean Water Program with their 2020 Annual Report summarizing the successes of the Elgin Clean Water Program over the past year.

7.2.2 Gunn & Associates with a letter on behalf of the Municipality of Dutton Dunwich with respect to the status of Bradt Road.

7.2.3 AMCTO with a Letter to Ontario Municipal Councils regarding staff professional development.

Moved by: Councillor French
Seconded by: Councillor Jones

RESOLVED THAT Correspondence Item #1 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.

Moved by: Councillor Jones
Seconded by: Councillor Martyn

RESOLVED THAT Correspondence Item #2 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.

Moved by: Councillor Purcell
Seconded by: Councillor Ketchabaw

RESOLVED THAT Correspondence Item #3 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

Councillor Ketchabaw thanked the Director of Human Resources for supporting the Municipality of Bayham during their recruitment process for a new Chief Administrative Officer.

Councillor Jones informed Council that Interim Chief Administrative Officer Ken Loveland has completed his term and that Lisa Higgs has resumed the position of Chief Administrative Officer for Southwold Township as of March 1, 2021.

8.2 Notice of Motion

None.

8.3 Matters of Urgency

None.

9. CLOSED MEETING ITEMS

Moved by: Councillor Giguère
Seconded by: Councillor Mennill

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

(d) labour relations or employee negotiations – Seeking Approval of Renewal Collective Agreement with Canadian Union of Public Employees (CUPE Local 841).

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.

10. MOTION TO RISE AND REPORT

Moved by: Councillor Mennill
Seconded by: Councillor Martyn

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 – Seeking Approval of Renewal Collective Agreement with Canadian Union of Public Employees (CUPE Local 841)

Moved by: Councillor Jones
Seconded by: Councillor Giguère

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.

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

Moved by: Councillor Mennill
Seconded by: Councillor McPhail

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 By-Law 21-06 – 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 February 23, 2021 Meeting.

Moved by: Councillor French
Seconded by: Councillor Ketchabaw

RESOLVED THAT By-Law No. 21-06 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 Martyn

Seconded by: Councillor Jones

RESOLVED THAT we do now adjourn at 9:55 a.m. to meet again on February 25, 2021 at 7:00 p.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

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks,
Warden.

ELGIN COUNTY COUNCIL

MINUTES

February 25, 2021

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

Staff Present: Julie Gonyou, Chief Administrative Officer (in-person)
Brian Lima, Director of Engineering Services (electronic)
Stephen Gibson, County Solicitor (electronic)
Nancy Pasato, Manager of Planning (electronic)
Katherine Thompson, Supervisor of Legislative Services (electronic)
Carolyn Krahn, Legislative Services Coordinator (in-person)

1. CALL TO ORDER

Elgin County Council met this 25th day of February, 2021 in the Council Chambers, at the County Administration Building, St. Thomas at 7:00 p.m. with Warden Marks in the chair. Some Councillors and staff participated electronically by video conference.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

3. PUBLIC MEETING

4.1 Introduction – Warden Marks

The Warden welcomed everyone to the Special Public Meeting of Elgin County Council and informed them that the purpose of the meeting is to launch the Official Plan Review process and to hear from members of the public regarding what they would like to see prioritized during the review process.

4.2 Official Plan Overview – Manager of Planning

The Manager of Planning provided an overview of the County's Official Plan, how it affects communities, and items to consider during the review process.

4.3 Registered Delegations

WRITTEN COMMENTS RECEIVED ARE ATTACHED IN FULL.

4.3.1. John Armstrong, Armstrong Strategy

John Armstrong presented feedback on behalf of the Ontario Masonry Association known as Masonry Works and was joined by Andrew Payne, Executive Director of Masonry Works. John Armstrong presented information on the Masonry Works' initiative, Building Tomorrow's Heritage Neighbourhoods Today. This initiative encourages municipalities across the province to include language in their Official Plan Reviews that ensures builders who build in their communities build to a higher standard. While upper

tier governments are not responsible for urban design guidelines, John Armstrong encouraged the County to work with its local municipal partners to develop sample urban design guidelines.

4.3.2. Gary Blazak

Gary Blazak, a consulting planner with over thirty (30) years of planning experience in Elgin County, highlighted the importance of the identification of settlement areas and the designation of lands to support orderly growth in the west parts of the County, particularly in Dutton Dunwich and West Elgin. Since the Official Plan was approved in 2013, much advance local planning and engineering has been completed in these areas. These efforts were completed by private interests in the absence of supporting designations in the County's Official Plan. Gary Blazak encouraged the County to update the Official Plan to reflect the current realities.

4.3.3. Leith R.A. Coughlin, EnPointe Public Affairs

Leith Coughlin, Managing Director of EnPointe Public Affairs, encouraged County Council to conduct the Official Review process with attentiveness, precision and transparency. He noted that agriculture and development have often been viewed as exclusive but need not be and that protecting both agricultural and sensitive lands must be reconciled through collaboration, consultation, and correction. Managing growth smartly will involve targeted intensification and acceptance that planning and its standards must be consistent and fairly applied. Mr. Coughlin expressed concerns that the review process has been launched without sufficient definition or scope. He encouraged Council and staff to be prepared to return to the drawing board where necessary, amend where prudent and rescind where warranted. If done correctly, Mr. Coughlin argued that Elgin County will be well equipped for the post-pandemic environment.

4.3.4. Ted Halwa, Port Stanley Village Association Inc.

Ted Halwa expressed the Port Stanley Village Association's (PSVA) support for development intensification and redevelopment in settlement areas in accordance with the Provincial Policy Statement and the County's Official Plan. However, Mr. Halwa stated that the PSVA does not support high density commercial or residential development in Port Stanley because it is out of character with the existing built environment. He noted the County's current official plan was insufficient to stop a recent high-density development and advocated for the implementation of planning measures and tools to prevent the future approval of high-density residential and commercial developments in Port Stanley.

4.3.5. Donna Lunn, Elgin Federation of Agriculture

Donna Lunn presented information about the importance of agriculture to Elgin County and asked that the agricultural community, in particular the Elgin Federation of Agriculture, be included in the review process. She highlighted the significant role that agriculture plays in the local economy, expressed concerns that farmland in Elgin County has become a shrinking resource, and observed that the County's prime farmland must be protected to address the emerging issue of food security.

4.3.6. Bonnie Rowe, Dutton/Dunwich Opponents of Wind Turbines

Bonnie Rowe, Secretary/Treasurer for the Dutton/Dunwich Opponents of Wind Turbines, provided comments with respect to language around renewable energy systems in the current Official Plan. Ms. Rowe encouraged the County to remove section E4.2 from the Official Plan and to further research this section's claim that renewable energy systems "significantly reduce the amount of harmful emissions to the environment when compared to conventional energy systems." On behalf of the Dutton/Dunwich

Opponents of Wind Turbines, Ms. Rowe expressed their hope that Elgin County will consider the diverse views of all municipalities in Elgin County before including any language around renewable energy in the Official Plan and that the Official Plan will allow municipalities discretion and final authority with respect to the placement of any renewable energy facilities.

4.3.7. MaryAnne Van de Gevel – Great Lakes Farms

MaryAnne Van de Gevel observed that there has been a lot of development happening around agricultural areas in Elgin County. She expressed concerns that many people moving to these developments were unaware of the smells, sounds, and inconveniences that go with agriculture. The result can be both difficult and uncomfortable for local famers and their new neighbours. Ms. Van de Gevel encouraged the County to recommend that real estate transactions include language regarding the realities of living in an agricultural community.

4. **COMMITTEE OF THE WHOLE**

Moved by: Councillor Purcell
Seconded by: Councillor Ketchabaw

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.

5. **REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF**

5.1 **Official Plan Review Next Steps – Manager of Planning**

The Manager of Planning provided information regarding the next steps of the Official Plan Review Process including meetings with local municipal partners and stakeholders, population projections, online surveys, and future meetings.

Moved by: Councillor Mennill
Seconded by: Councillor Jones

RESOLVED THAT the delegation presentations and written comments received at the February 25, 2021 Special Public Meeting of Council be received and filed and, furthermore, forwarded to the Manager of Planning for her consideration as part of the Official Plan Review Process; and,

THAT the Communication and Engagement Plan be reviewed by the Rural Initiatives and Planning Advisory Committee; and

THAT Council approve the next steps in the Official Plan Review Process as identified by the Manager of Planning.

Recorded Vote

		Yes	No	Abstain
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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. COUNCIL CORRESPONDENCE

7.1 Items for Consideration

None.

7.2 Items for Information (Consent Agenda)

None.

7. OTHER BUSINESS

8.1 Statements/Inquiries by Members

None.

8.2 Notice of Motion

None.

8.3 Matters of Urgency

None.

8. CLOSED MEETING ITEMS

None.

9. MOTION TO RISE AND REPORT

None.

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

Moved by: Councillor French

Seconded by: Councillor McPhail

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.

11. CONSIDERATION OF BY-LAWS

12.1 By-Law 21-07 – 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 February 25, 2021 Meeting.

Moved by: Councillor Martyn
Seconded by: Councillor Mennill

RESOLVED THAT By-Law No. 21-07 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. ADJOURNMENT

Moved by: Councillor Jones
Seconded by: Councillor Purcell

RESOLVED THAT we do now adjourn at 8:09 p.m. to meet again on March 9, 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

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks,
Warden.

COUNTY OF ELGIN OFFICIAL PLAN REVIEW

FEBRUARY 25, 2021

GARY BLAZAK MA, RPP, MCIP

- Thank you for the opportunity to provide comments at this early stage of the Official Plan review process.
- By way of introduction, I am a consulting planner with over 30 years of professional experience in Elgin County. I have worked extensively with several of the lower tier municipalities, primarily in the East and West Elgin areas, as well as with private sector clients throughout the entire County. As such, I am very familiar with the 2013 Official Plan and how it applies in the context of planning decisions and approvals.
- My particular interests at this point relate to the identification of settlement areas, and the designation of lands capable of supporting orderly growth in the west part of the County, namely in the Municipalities of Dutton Dunwich and West Elgin.
- A great deal of advanced local planning and engineering has been completed in these municipalities since the original Official Plan of the County of Elgin was prepared and approved. This work has been largely driven by private interests who are very committed to investment in development, and its associated economic impacts, in these two lower tier municipalities. These interests and investments have been made, in some cases, in the absence of supporting designations in the County's Official Plan.
- For example, the preparation of a Secondary Plan for Port Glasgow by the Municipality of West Elgin, and two associated draft plans of subdivision on and adjacent to these lands have been completed and are either approved or very close to approval. Yet Port Glasgow has never been recognized as a

Settlement Area in the County's Official Plan. In my opinion, this should be addressed in the Official Plan review.

- Similarly, the Dutton Dunwich Official Plan includes detailed policies for the preparation of a Secondary Plan in Port Talbot. The Secondary Plan anticipates both land and water-based tourism and recreational development, and an application for a major marina development here has already been submitted to the Ontario Ministry of Natural Resources and Forestry. Yet, like Port Glasgow, Port Talbot has never been recognized as a Settlement Area in the County's Official Plan. This also should be rectified in the next iteration of the County's Official Plan.
- Thirdly, I will make reference to the Village of Dutton in the Municipality of Dutton Dunwich as an area of substantial recent investment in land and infrastructure by private development interests. The success of one particular subdivision development has led that consortium to acquire additional lands in, and adjacent to the designated settlement area of the Village. This type of expressed confidence and investment by private interests is vital to the economic survival and quality of life in these municipalities.
- Future iterations of the County's Official Plan therefore should be both flexible and responsive to serious investment opportunities. When these opportunities represent bona fide examples of logical and orderly growth as defined in the Provincial Policy Statement, the County, through its Official Plan needs to support and encourage these investments which are vital to both lower and upper tier community interests.
- Thank you for your time and for your consideration.

Thank you for including the virtual public meeting during this initial step of the County of Elgin OP Review despite the Covid-19 pandemic.

As it is the first step in the review, I did want to ensure the inclusion of Agriculture and in particular the Elgin Federation of Agriculture. The EFA is the largest general farm organization in the County with 1112 members of approximate 1300 farmers today.

Reviewing the 2015 official OP I am enforcing our support for the policy and will highlight certain areas of the document such as *“The agricultural sector has long been and is expected to continue being the most dominant sector in the local economy. A significant portion of Elgin County’s land base is farmed on some of the highest quality soils in Ontario.”* (Part 2, Part A. A1)

I also agree with your goal - *“To protect as much of the County’s prime agricultural area as possible and to encourage the development of a broad range of agricultural uses, agriculture related uses and secondary uses to ensure that the agricultural industry can continue to thrive and innovate”.* (Goals, A3.4)

Elgin’s farm land is a shrinking resource, and if we are to accomplish our common goals and to move forward with the emerging issue of improving food security, we need to ensure the operation of such resources.

One aspect of protection is agreement with your *objective “to protect the County’s prime agricultural area from fragmentation, development and land uses unrelated to agriculture;* (C2.1.c)

We are in agreement with your Growth Management Plans to concentrate all development in settlement areas and with the direction of lots created in the agricultural area. (E.1.2.3.4.)

Recently there was activity in a Lower Tier OP process that involved the term ‘land swap’ for a change of settlement area. As noted in the County OP, *“An amendment to this Plan will be required for a settlement area expansion or for the establishment of a new settlement area. An amendment to this Plan may not be required in conjunction with an Amendment to a local Official Plan that provides for a minor settlement area boundary adjustment”* (B2.8.4)

What is the definition of ‘minor’? This recent ‘land swap’ involved a potential of 250 new units on agriculturally zoned property. Certainly, we would agree that a public comprehensive review would be in order for this magnitude of development.

EFA is also looking for inclusive language in the OP for direction to Municipalities regarding the increasing pressure from urban residential use that seems to extend to interfering with agricultural operations. Non-farming neighbours may not understand normal farm practices, and may object to odour, noise, dust, animal use, or other realities of farming. This may result in negative interactions or neighbour disputes about normal farm practices.

Indeed, the significance of this is demonstrated with the passing of Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019* which is to protect farms, farm families, and the safety of the entire food value chain by addressing the ongoing threat of unwanted trespassing and activists who disrupt Ontario farms and the safety of the food system.

Municipalities need to be clear in their by-laws to ensure residents abide by The Farming and Food Production Protection Act. EFA can engage with Municipalities to help them with recognition that agriculture is a complex and constantly evolving industry. We need to promote awareness among new non-farming neighbours about the realities of living in an agricultural area.

EFA also supports the County OP with the Economic Strategy to diversify and allow value added activities; *“support opportunities for farmers to protect, diversify and expand their operations through initiatives such as: crop diversification; conservation farming practices; promotion and encouragement of associated food processing and value added technology facilities and encouraging bed and breakfast operations, farm vacation facilities, roadside markets and related activities, provided that they are located in a land use designation that permits the activity and that they do not conflict with agricultural operations”.* (A5.2.c)

Donna Lunn, Elgin Federation of Agriculture

On-farm diversification (e.g. food processing, retail farm markets, agri-tourism, etc.) is growing in Ontario and Elgin. Promoting farm business diversification through on-farm processing and agri-tourism is a way to mitigate risk for farmers while enhancing rural economic development that enhances opportunities for small-scale food processing, retail, and foodservice operations to thrive on farms and meet the urban demand for local food.

Thank you for listening to my comments this evening and know that the elected EFA Board who farm throughout Elgin are able to work with the County and Municipalities on interests of agriculture.

Donna Lunn, Director, Elgin Federation of Agriculture
Past President, EFA
Past Board Member, OFA

TO: Warden Tom Marks and Elgin County Council

FROM: Port Stanley Village Association Inc. ("PSVA")

DATE: 23 February 2021

SUBJECT: Elgin County Official Plan Review

1. The PSVA (a not for profit corporation under the laws of Ontario) makes this submission for the Elgin County Official Plan Review meeting scheduled for February 25, 2021.
2. The PSVA supports development in the village of Port Stanley that (a) satisfies the Provincial Policy Statement (reflected in the current Elgin County Official Plan) to encourage development, intensification and redevelopment in settlement areas such as the village but (b) would not include high density commercial/residential development that is out of character (due to the development's magnitude or character) with existing residences and/or commercial buildings in the village. The PSVA is concerned that high density residential/commercial development is totally out of character with the traditional character of Port Stanley which is strong, identifying and cherished.
3. The concern of the PSVA was illustrated in the recent case of Prespa Construction Limited and the Municipality of Central Elgin (case PL180077) before the Local Planning Appeal Tribunal ("LPAT"). It became apparent at the hearing in that case that the provisions of the Central Elgin Official Plan and Zoning Bylaw and the provisions of the Elgin County Official Plan were inadequate to prevent the approval by LPAT of a high density commercial/residential development that was opposed overwhelmingly by the general public.
4. Accordingly the PSVA will be seeking revisions to strengthen the Central Elgin Official Plan and Zoning By-law (currently on hold by the Municipality as a result of the current County Official Plan Review). The PSVA will also advocate for the implementation of such other planning measures and tools as may be appropriate to prevent the approval of high density residential/commercial development in the village in the future. In addition, the PSVA requests revisions to the County Official Plan be made to ensure the Plan is supportive and aligned with the policies of local official plans which it itself has approved.
5. At the same aforementioned LPAT hearing, the issue of "compatibility" featured prominently. In the absence of a definition in the Central Elgin Official Plan, LPAT deferred to the definition found in the County Official Plan (Appendix 'A'). It is only logical to assume that the County never intended its definitions of terms to apply to anything more than the County Plan and not the official plans of its lower tier municipalities. The PSVA therefore also respectfully requests the County consider a disclaimer in the County Official Plan to that purpose and effect.

6. The PSVA is also concerned about the ultimate growth and size of the village. We understand that any boundary expansion would have to be approved by the County in accordance with carefully considered criteria stipulated in the County Official Plan (Section B2.8). Conspicuously absent, however, from the list of criteria (Section B.2.8.1) is a requirement for a consideration of the views and input of the community on any proposed boundary expansion. The PSVA asks that the County Plan be revised to reflect this.

All of which is respectfully submitted,

Port Stanley Village Association Inc.

Copies to:

Sally Martyn, Mayor of Central Elgin

Paul Shipway, Chief Administrative Officer, Central Elgin

Lou Pompilli, Director of Planning Services, Central Elgin

Jim McCoomb, Manager of Planning Services, Central Elgin

Nancy Pasato, Director of Planning, County of Elgin

February 16, 2021

The Elgin County Council
450 Sunset Dr.
St. Thomas ON
N5R 5V1

Dear Elgin County Council,

This letter is to address concern about the lands at 4509 Union Rd (Turville farm). It is currently zoned agriculture, and at Southwold's Official Plan open house as well as today's public council meeting the maps of the North Port Stanley settlement area have this land outside of the residential development and zoned agriculture as per Schedule A-4 D. Today during the meeting, item 4 in the public comments section of the Planners report, a request was presented from Domus Developments (London) Inc. to have 4509 Union Rd considered for designation as Residential and incorporated within the Township of Southwold's North Port Stanley settlement area. It further explains that if extension of municipal sanitary services is extended to this property it would be a prime candidate for development. I have three concerns with this request.

First, this is a large change to the North Port Stanley Settlement area, and it has not been presented to the public as part of Southwold's Official Plan. It has not been a part of the Official Plan review process, so it should not be considered at the last minute as part of the Township of Southwold's Official Plan.

Second, in the request it states, "If full municipal services can be secured, we respectfully suggest that the site be a strong candidate" (letter to Ken Loveland Feb 8, 2021 from Barbara G. Rosser Planning Consultant, link attached). Since the sanitary sewer service has not been finalized by Central Elgin and Southwold, Zoning this land for development in the Official Plan is premature.

Lastly, there is no need to expand the current settlement area (3.2.2.4 of Southwold Official Plan) and this land is not a good candidate for development because it is valuable agricultural land (section 5.1.3.3 of Southwold Official Plan, better than 4485 Thomas rd. according to Elgin County soil Maps), it is identified as an Area of Natural and Scientific Interest (Schedule 2 of the Official Plan) in the Natural Heritage System and identified as a natural hazard under the category of floodplain (Section 4.2.1.5 and Schedule 3 of the Official Plan), all of which should make this area unsupported for development.

I have provided the relevant sections of the Official Plan below. Please feel free to contact me if you have any further questions. Thank you for taking the time to read my

concerns I hope you will take them into consideration as you review the Southwold's Official Plan.

Thanks,

A handwritten signature in cursive script, reading "MaryAnne Van de Gevel". The signature is written in dark ink on a light-colored background.

MaryAnne Van de Gevel

519-782-7549

maryanne@greatlakesfarms.ca

I

Draft official plan link <https://www.southwold.ca/draft-official-plan> p105 Schedule 4D

4. Domus Developments (London) Inc. c/o Barbara G. Rosser, land use planner has submitted a request to add a portion of the lands, 10.9 ha (26.94 ac.) in area from 4509 Union Road to the settlement area for North Port Stanley and designate the lands as Residential (see attached letter and lands identified below). In exchange, 10.0 ha (24.7 ha) of land located at 4485 Thomas Road would be removed from the settlement area and designated Agricultural. Page 8 Proposed New Township of Southwold Official Plan Comment: A land swap of roughly equal area would need to occur in order to accommodate this request. As well, municipal sewer services would also be required in order for large-scale residential development to occur.

The link to the agenda minutes. <https://www.southwold.ca/agendas-minutes> Feb. 16, 2021.

The letter by Barbra G. Rosser Planning Consultant is on pg 14 of the agenda.

3.2.2.4 Settlement Area Expansions

At the time that this Plan was prepared it was determined that there is a sufficient supply of land within

the settlement areas to accommodate the 2041 growth forecast and that there was no need for settlement area expansions. The current settlement area boundaries are shown on Schedule 1 (with

additional details depicted on Schedule 4A-4E). Future settlement area expansions shall only be considered through a municipal comprehensive review which examines the following:

a) The land capacity within the existing settlement areas to determine whether there is sufficient

supply of land to accommodate future growth through greenfield and intensification

development over the planning horizon;

b) The availability of existing or planned infrastructure and public service facilities which are planned or available to accommodate growth;

c) Infrastructure and financial implications of growth;

d) Where an expansion is located in prime agricultural areas:

i. the lands do not comprise specialty crop areas;

ii. alternative locations have been evaluated and there are no reasonable alternatives which avoid prime agricultural areas and there are also no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;

iii. the new or expanding settlement area is in compliance with the minimum distance separation formulae; and,

iv. impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.

e) Implications for natural heritage features and/or any natural hazards. (p.8)

3.2.4 Agricultural Area

In general, the Agricultural Area is inclusive of all lands outside Settlement Areas. The Agricultural Area

is characterized primarily by agriculture and clusters of development of insufficient size and variety of

uses, to warrant designation as Settlement Areas. Any new servicing shall be through private sewage

disposal and water supply, or by municipal piped water, provided that such development is consistent

with natural heritage and resource protection policies and does not increase the overall density in the

Agricultural Area. Additional policies for guiding development within the Agricultural Area are provided

in Section 5.1 of this Plan. (p.9)

4.1 Natural Heritage

4.1.1 General Policies

Natural Heritage Features

Natural Heritage Features are to be protected for the long term and include: Significant Wetlands,

Significant Coastal Wetlands, Significant Habitat of Endangered Species and Threatened Species,

Significant Woodlands, Significant Valleylands, Significant Wildlife Habitat, Fish Habitat, and Significant

Areas of Natural and Scientific Interest (ANSIs). Known Natural Heritage Features within the Township

include Provincially Significant Wetlands, Areas of Natural and Scientific Interest (ANSIs) and Significant

Woodlands. (p.15)

4.1.2.1 Permitted Uses in Natural Heritage Features

Permitted uses on lands identified as Natural Heritage Features include open space uses, conservation uses, forestry uses, fish and wildlife management uses, passive outdoor recreational uses and existing agricultural uses. Marine facilities, such as docks and boat ramps may also be permitted. (p. 16)

4.2.1.4 Development in Significant Woodlands and ANSIs

Proposed development and site alteration within lands identified as Significant Woodlands and ANSIs

will not be permitted unless it can be demonstrated that there will be no negative impacts on the

natural features or their ecological functions through the completion and approval of an Environmental

Impact Study. Where development and site alteration within lands identified as Significant Woodlands

and Significant ANSI are being proposed, the Township will consult with the appropriate Conservation

Authority, the County and the Province (where required) regarding the scope of the Environmental

Impact Study. (p.16-17)

4.2.1.5 Direct Development Away from Hazardous Lands

Development shall be directed away from areas identified as hazardous lands as it could result in the

loss of lives, damage to private and public property and undue financial burdens for the Township. (p.20)

4.2.3 Flooding Hazard

One Zone Concept

The Flood Hazard Limit for watercourses is subject to the One Zone Concept as defined by the Regulatory Flood Standard which will be determined in consultation with the appropriate Conservation

Authorities.(p.22)

4.2.3.3.Development within Floodplain

Development within the floodplain is not permitted without written approval from the appropriate

Conservation Authority having jurisdiction and in accordance with Development, Interference with

Wetlands and Alterations to Shorelines and Watercourses Regulations which are administered by the

relevant Conservation Authority. (P. 22)

5.1 Agricultural Area

5.1.1 Planned Function

The Agricultural Area in Southwold is part of a broader inter-connected system of elements which spans

across the County of Elgin and southwestern Ontario more generally. This broader agricultural system is

the foundation for Ontario's vibrant and thriving agricultural sector. Accordingly, lands designated as

Agriculture are intended to support a broad range of economic development activities related to

farming and include the following elements:

- a) Agricultural Uses;
- b) Agricultural Related Uses; and,
- c) On-Farm Diversified uses. (p.32)

5.1.3.3. Residential Permissions within the Agricultural Area

Residential dwellings within the Agricultural Area are limited to:

- a) New single-detached dwellings accessory to an agriculture use;
- b) Existing single-detached non-farm dwellings;
- c) New single-detached non-farm dwellings, constructed on vacant lots existing on the date of adoption of this Plan, and held in distinct and separate ownership from abutting lands, subject to the requirements of the Zoning By-law; and
- d) Temporary residences for seasonal farm labour may be permitted or one permanent second farm residence may be permitted for full-time farm labour where the size and nature of the operation requires additional farm related employment. (p.34)

7.13 Official Plan Amendments

Council may adopt amendments to the Plan for implementation of a comprehensive review, implementation of changes to and new provincial or regional policies and plans or implementation of

planning studies for specific area needs. In general, Official Plan Amendments within 2 years of the

completion of this Official Plan are not permitted, however Council may consider amendments within

this timeframe provided that:

- a) the original intent and purpose of the Plan is not radically altered;
- b) the amendment is needed and can be justified in light of accepted planning principles;
- c) adequate and full participation of the general public in the deliberations on the merits of the amendment are undertaken; and
- d) the amendment creates an appropriate precedent.

In preparing and adopting all amendments to this Plan, notice of all public meetings shall be given in

accordance with the *Planning Act*.

7.21.4 Agricultural Consent Policies

Land severances in the Agricultural Area may be permitted:

- a) To create rights-of-way;
- b) To enlarge lots provided that:
 - i. The viability of the retained lot as a farm parcel is not threatened;
 - ii. Where the proposed enlargement is for a non-farm use, justification through an amendment to this Plan is required to demonstrate that the land does not comprise a specialty crop area, there is a need within the planning horizon for additional land and there are no reasonable alternative locations for the expansion which avoid prime

agricultural areas; and

iii. The proposed severance must merge with the lot being enlarged in accordance with Sections 50(3) and (5) of the *Planning Act*.

c) To consolidate farm holdings;

d) To allow minor lot adjustments which do not result in the creation of a new lot;

e) A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

i. The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;

ii. The non-farm parcel will be zoned to recognize the non-farm residential use; and

iii. Minimum Distance Separation I provisions can be met;

f) For agricultural-related uses, in accordance with Section 4.1.

7.22 Capital Works

The construction of all public works within the Township shall be carried out in accordance with the

policies of this Plan and within the financial capacity of the Township. Future development will be

regulated by this Plan to ensure that the level of expenditure and debt, as compared to revenue and

equalized assessment is maintained at equitable levels. Council may:

b) Delay any proposed development where it becomes necessary to carry out large scale public works in order to adequately service such developments. (p. 71)

8 DEFINITIONS

Adjacent lands: means

b. for the purposes of policy 2.1.8, those lands contiguous to a specific *natural heritage feature* or

area where it is likely that *development* or *site alteration* would have a *negative impact* on the feature or area. The extent of the *adjacent lands* may be recommended by the Province or based on municipal approaches which achieve the same objectives; (p. 72)

Agricultural uses: means the growing of crops, including nursery, biomass, and horticultural crops;

raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture;

apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures,

including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional

employment. (p. 73)

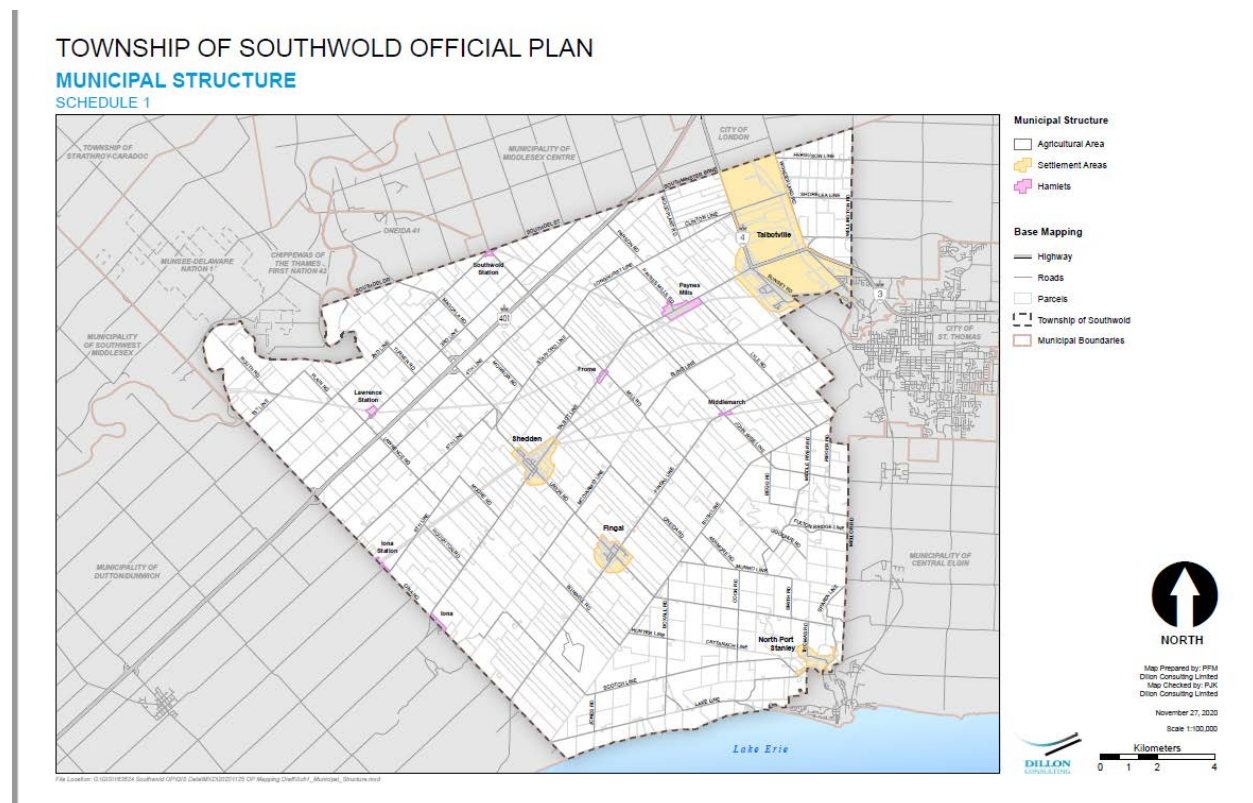
Areas of natural and scientific interest (ANSI): means areas of land and water containing natural

landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education. (p.74)

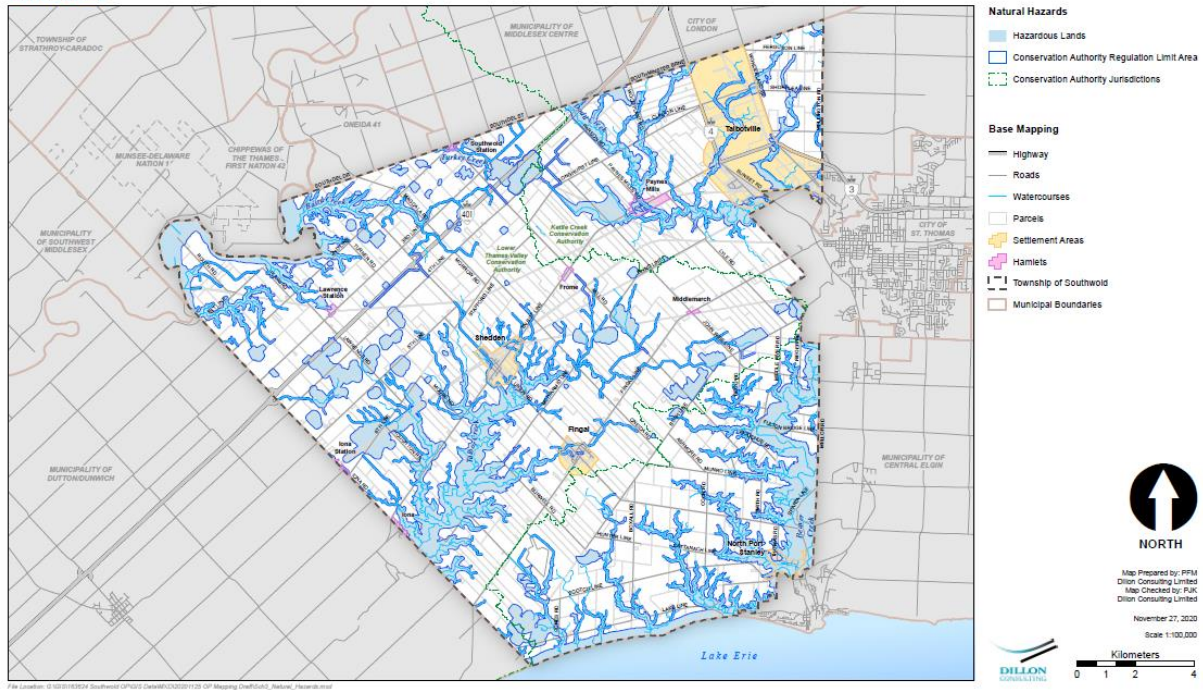
Flood plain: for *river, stream and small inland lake systems*, means the area, usually low lands adjoining a watercourse, which has been or may be subject to *flooding hazards*. (p.77)

Floodway: for *river, stream and small inland lake systems*, means the portion of the *flood plain* where *development and site alteration* would cause a danger to public health and safety or property damage.

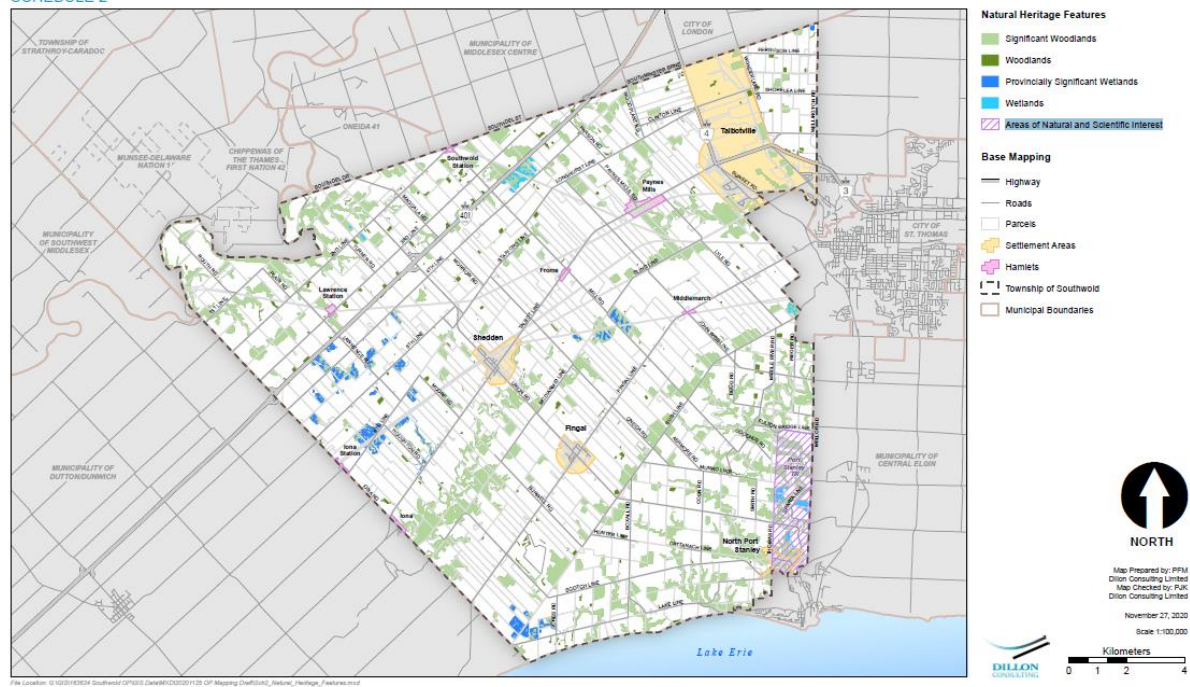
Where the one zone concept is applied, the *floodway* is the entire contiguous *flood plain*.(p. 78)



TOWNSHIP OF SOUTHWOLD OFFICIAL PLAN NATURAL HAZARDS SCHEDULE 3



TOWNSHIP OF SOUTHWOLD OFFICIAL PLAN NATURAL HERITAGE FEATURES SCHEDULE 2



Nancy,

Hope you are great! My family farms in Southwold and since official plans are being worked on at the Township and County level, I am not sure where this request falls. I have brought this idea to Southwold in the past, but perhaps it was at the wrong time. Wondering if you could provide me with some advice as to where it would fit now.

We have been farming for over 10 years and have had many new homes go up around us during that time. Many of our new neighbours were unaware of all of the smells, sounds, and inconveniences that go with agriculture. It often creates a difficult uncomfortable situation. I have looked at other Counties and up north (I think this may be from Grey-Bruce) they have wording put into real estate transactions. I have attached the wording I found. I am wondering if this is something our Country could do, and if so, what is the process? I thank you for your hard work and look forward to hearing from you soon.

Thank you,
MaryAnne Van de Gevel

The Buyer acknowledges that the property lies within, partially within, adjacent to or within two kilometres of an area zoned, used or identified for agricultural and food production activities and that such activities occur in the area. These activities may include intensive operations that cause discomfort and inconveniences that involve, but not limited to dust, noise, flies, light, odour, smoke, traffic, vibration, operating of machinery during any 24 hour period, storage and utilization of manure and the application by spraying or otherwise of chemical fertilizers, soil amendments, herbicides and pesticides. One or more of these inconveniences have protection in Ontario under the Farming and Food Production Protection Act.

Delegation: Shirley Schuurman

To: Elgin County Council

Re: O P Review

Review of Strategy Corps Consultation re Long Term Care Homes

From: Shirley Schuurman
Aylmer

I have been retired from Long Term Care for 12 years. I worked as a charge Nurse for 22 years at Caressent Care Nursing Home, Bonnie Place. for 22 **years. Since the'90's, I have been active re advocating for our publicly** funded health care, unable to walk away from this need despite getting older.

Thank you for a few minutes.

Having seen an article in the Aylmer Express, re the possibility of Council divesting of some of its assets that are long Term Care Homes, I determined I had to speak up. And I read the Strategycorp report. It seems most of the difficulties for retention of your Homes are within the report. I understand you have not followed all the recommendations. I am here to beg you never to divest of these assets.

As I read it, the purpose of a Service/Municipal Board for LTC administration, would be to get the financials trimmed to such an extent that the Homes would be attractive to a private sector buyer. Also, no longer the need for the Board, the Directors, their staff, nor the Corporation formed, further savings result.

However, page 23, left column, does finally admit, for the first time, that the facilities service levels would be affected, as previous references claimed to maintain quality levels of care.

The report encourages Council to seek partnering with a private sector health care company for expertise in reducing per bed costs, and gave an example of a seemingly successful model. I beg you not to enter into this.

The last year, has been devastating to residents and families of LTC, as you all know. We are all thankful that Elgin County congregate living places have not been adversely affected. However, recently, there was tragedy in Oxford.

Throughout the year, I've followed the unconscionable statistics, the suffering and grief of residents and their families, and observed the parts of the sector worse affected. The private sector of Long Term Care. The virus has revealed the deficiencies of staffing policy, which has been known to each relevant provincial government department for a very long time. Years and years of efforts to insist on reform went unanswered, unacknowledged.

Regulations, standards, required inspections by various government departments were not enforced, fell off, and findings of the inspections that were carried out, were not rectified. If existing regulations of the Ministry of Health, of Labour, of the Departments of Health, had been followed, this history would not be.

I can provide statistics to back up the above statements.

Therefore, for I beg you, not to be in partnership with any for profit company. If you ever consider this, take time to research the company to

determine the track record of resident care, of working conditions for staff. You will be shocked with your findings. Perhaps you already are. I was saddened when, just prior to the pandemic declaration, the current government announced cuts to Long Term Care funding. I saw what it would cost Elgin County. So unfair. Your Homes have excellent reputation in the community, and to maintain that, you would have had to provide more funds, though you have done nothing to deserve that burden, and done much to provide and ensure Homes to be proud of. I see Long Term Care as existing with bare bones—bare bones--there is no fat to trim, and I heard the Premier say that there was.

The reports of LTC difficulties, recalls memories that I and the staff of all categories dealt with daily. Steadily, over the years, the acuity & complexity of the health of the residents increased, with no adjustments of staffing **ratios, despite adhering to Ministry requirements for 'charting for dollars'.** Even a few years ago, when I met staff I'd worked with, in the community, they told me it was so much worse than when I was there, giving me a look that said I could not imagine. But we were never afraid to come to work in flu outbreaks. Now I am worried for the staff as this virus can be an illness with extended and/or lifelong consequences. Thank you for your time. I wish you well with managing the budget.

REPORTS OF COUNCIL AND STAFF

March 9, 2021

Council Reports – ATTACHED

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

Warden Marks – 2021 SCOR Appointments

Staff Reports – ATTACHED

Director of Homes and Seniors Services – Homes Dietary Policy Manual Updates

Director of Homes and Seniors Services – Terrace Lodge Redevelopment Presentation

Director of Human Resources – 2021 Non-Union Economic Adjustment Recommendation

Director of Financial Services – Annual Repayment Limit

Director of Engineering Services – Meeks Bridge Replacement Tender Award

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

Chief Administrative Officer – Connectivity Committee Request to Engage Technical Consultant

Chief Administrative Officer – Elgin County Council Strategic Plan – Staff Action Plan Update –

March 2021

Chief Administrative Officer – COVID-19 Emergency Team Planning – February Update



REPORT TO COUNTY COUNCIL

FROM: Tom Marks, Warden

DATE: March 2, 2021

SUBJECT: Warden's Activity Report (February) and COVID-19 Update

RECOMMENDATION:

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.

INTRODUCTION:

This report provides a high-level summary of the County's response to the pandemic as well as a list of events and meetings I attended and organized on behalf of County Council.

DISCUSSION:


On February 16, 2021, the province lifted the stay-at-home order in the Southwestern Public Health Region and Elgin County entered into the Red Zone of the COVID-19 Response Framework. After two weeks in this zone, with declining cases across the province and the region, Elgin County entered into the Orange Zone on March 1, 2021.

Over the past month, new daily COVID-19 cases across the province have hovered consistently around the 1,000-case mark.

At the time of this report, 1,023 new daily cases were reported in Ontario with a seven (7) day average of 1,093. In the SWPH region there were 82 active cases with only 6 new cases reported.

An outbreak at the Ontario Police College in Aylmer has led to an increase of cases in our region over the past several days.

The provincial government has identified those aged 80 and older as eligible to be vaccinated in Phase One of the COVID-19 Vaccination Strategy. With limited vaccine supply, SWPH has been rolling out vaccinations to eligible groups in a priority sequence.



SWPH is nearly ready to welcome 80-year-old citizen for vaccinations. Local Southwestern Public Health clinics will open the week of March 15th. There will be one clinic in Elgin County, and one clinic in Oxford County. Booking details will be shared the week of March 8th.

County Operations:

The County of Elgin has adjusted its operations to ensure compliance with stay at home protocols and ensure the safety of staff. The Elgin County Administration Building is serving the public by telephone, email or by appointment only between the hours of 8:30 a.m. and 4:30 p.m. Visitors are limited and anyone entering the building is screened for COVID-19. The Museum and Archives will reopen to the public on March 8th with strict safety protocols in place. All ten Elgin County Library branches will return to Curbside Plus services offering very limited public entry into library facilities. All Administration staff who are able, are working from home as much as possible to reduce contact with coworkers. Ticket payment is to be done virtually and all POA trials are currently suspended. Only essential caregivers are permitted at Long-Term Care Homes and they must receive a negative COVID-19 test, at minimum, every 7 days. No general visitors are permitted in the Homes at this time and absences are not permitted during this time.

Elgin County 2021 Budget Approved

At its February 9, 2021 meeting, Elgin County Council approved a \$72.4 M operating cost budget and a \$39.1 M levy – a \$1.8 M increase over 2020. The levy represents a tax increase of 2.9% on an average property and as an example equating to approximately \$61 on a \$350,000 home. I would like to thank the Budget Committee for their extensive work throughout this process. For more information about items contained within the 2021 Budget or for more information about how a municipal budget is developed, visit www.elgincounty.ca/budgetcommittee.

Terrace Lodge Reconstruction

I am very excited that construction began the week of February 22, 2021 on the Terrace Lodge Redevelopment Project. Site locates, an exterior photo survey and work on the exterior site fence have already begun and construction equipment was delivered to the site last week. Preparation of a construction road has commenced. Construction will occur in three (3) phases over the course of 2021-2023. This phased approach will allow for the efficient redevelopment of the facility while ensuring that residents experience minimal disruptions to their daily lives.

Official Plan Review Process Launched

At a Special Public Meeting of Council held on February 25, 2021 the County of Elgin Launched the Five -Year Official Plan Review process by hearing from members of the public regarding their priorities for the upcoming review. Elgin County will continue to accept comments from the public by phone, email and mail and we have launched a survey which

will be available online until April 15, 2021. The responses from this survey will help to inform the priorities of the Official Plan Review. www.elgincounty.ca/officialplanreview.

Committee Activity

Despite COVID-19 restrictions, all Elgin County Committees have continued their important work virtually.

The Rural Initiatives and Planning Advisory Committee

The Rural Initiatives and Planning Advisory Committee met to provide feedback to staff regarding the new Community Grant Program process and approve a survey to be sent to applicants to gather feedback regarding their experiences with the process.

Connectivity Committee

The Connectivity continues to meet twice a month and is working towards refining a Connectivity Strategy for Elgin County. The Committee recently decided to make recommendations to County Council regarding the hiring of a consultant to undertake an independent, non-biased technical review of connectivity in Elgin to inform the strategic process.

Environmental Committee

The Environmental Advisory Committee continues to work towards accomplishing priorities approved by County Council including the investigation of green procurement processes and roadside management practices.

Terrace Lodge Fundraising Committee

The Terrace Lodge Redevelopment Fundraising Committee continues to meet monthly to manage the fundraising campaign. Given lockdown restrictions, Members are developing creative ways to fundraise during this difficult time. Staff continue to work with the Committee to refine online donation and reporting processes.

Events/Meetings Attended by Warden:

Southwestern Public Health Municipal Partner Calls (February 4, 11, 18, and 25)

Elgin County Council (February 9 and 23)

4H Virtual Meeting (February 13)

Special Meeting of Elgin County Council – OP Review (February 25)

Budget Committee Meeting (February 9)

Connectivity Committee Meetings (February 11 and 25)

Environmental Committee Meeting (February 24)

Rural Initiatives and Planning Advisory Committee Meeting (February 9)

Southwestern Public Health – Board of Health Meetings (February 4)

Virtual Infrastructure Announcement in West Elgin (February 16)

FINANCIAL IMPLICATIONS:

The financial impact of COVID-19 and the County's response efforts are reported to Council on a regular basis. There are no other financial implications to report at this time.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<ul style="list-style-type: none"> ☑ Ensuring alignment of current programs and services with community need. ☑ Exploring different ways of addressing community need. ☑ Engaging with our community and other stakeholders. 	<ul style="list-style-type: none"> ☑ Planning for and facilitating commercial, industrial, residential, and agricultural growth. ☑ Fostering a healthy environment. ☑ Enhancing quality of place. 	<ul style="list-style-type: none"> ☑ 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.

Additional Comments: Elgin County Council's response efforts and the continuity of essential projects and services align with Elgin County Council's Strategic Plan 2020-2022.

LOCAL MUNICIPAL PARTNER IMPACT:

Elgin County continues to work with and find ways to collaborate with Elgin's municipal partners.

COMMUNICATION REQUIREMENTS:

A brief synopsis will be included in the Council Highlights document that is posted to the website and distributed to local Councils.



CONCLUSION:

Cases across the province and our region have fallen significantly over the past month which has allowed restrictions to be lifted in our region. Lifting of these restrictions must come with continued vigilance from the County and residents of our communities or else these increased opportunities for contact may lead to another rise in cases. I urge everyone to continue to follow public health guidelines of physical distancing, masking, hand hygiene and limiting contact with those outside of your household. The vaccine roll out has begun but based on provincial projections it will be September 2021 before all segments of the population are able to receive the vaccine.

All of which is Respectfully Submitted

Warden Tom Marks



REPORT TO COUNTY COUNCIL

FROM: Tom Marks, Warden

DATE: March 1, 2021

SUBJECT: 2021 SCOR Appointments

RECOMMENDATION:

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.

INTRODUCTION:

At its meeting held on November 24, 2020 Elgin County Council consented to rejoining SCOR EDC on the condition that it be for one-year (2021) with an evaluation to be undertaken at the end of the year. SCOR EDC's partnership agreement requires members provide one-year notice of withdrawal, which essentially necessitates a two-year commitment. I wrote to the SCOR EDC Board of Directors requesting that this condition be waived so that Elgin County could join the organization for a one-year trial period.

DISCUSSION:

Attached is correspondence from the SCOR EDC Board of Directors agreeing to Council's request to waive the one-year notice clause in the partnership agreement for Elgin County for the 2021 calendar year, so that the County can assess full partnership value with the corporation.

SCOR EDC has asked that Council appoint two (2) Council members to sit on the SCOR Board of Directors.

In addition, SCOR EDC has a Resource Advisory Group that consists of senior staff who have an economic development or similar portfolio. SCOR EDC has asked that Council also appoint a person and an alternate to this group.

The Board of Directors meets every two (2) months as per the attached schedule.

It is recommended that the Warden and Councillor French be appointed to represent Elgin County on the SCOR EDC Board of Directors for 2021.

It is also recommended that the Economic Development Coordinator be appointed to SCOR EDC Resource Advisory Group and the Tourism Services Coordinator be appointed as Alternate for the Resource Advisory Group.


FINANCIAL IMPLICATIONS:

There is a \$25,000 annual partnership contribution to participate in the SCOR EDC. This has been approved as part of the 2021 Budget process.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:



Local Municipal Partners will be represented at the SCOR EDC through Elgin County's one-year membership.

COMMUNICATION REQUIREMENTS:

A letter will be sent from the Warden, on behalf of County Council, to SCOR EDC notifying them of Council and Staff appointments.

CONCLUSION:

SCOR EDC has consented to waive the clause in its partnership agreement requiring members to provide one-year notice when withdrawing from the organization. This will allow the County of Elgin 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 Group.

All of which is Respectfully Submitted

Warden Tom Marks



February 2, 2021

Warden Tom Marks
450 Sunset Drive
St Thomas, ON
N5R 5X7

Dear Warden Marks;

On behalf of the SCOR Board of Directors I am pleased to inform you that the Board has agreed to your request to waive the one year notice clause in the partnership agreement for Elgin County for the 2021 calendar year, so that the County can assess full partnership value with the corporation.

We have had some significant successes in the past year and believe that Elgin County will benefit greatly with a return to the corporation as a full partner, and SCOR partners will certainly benefit from Elgin's input and participation. We have enjoyed a strong partnership with the Municipality of Bayham over the years as you know and have been proud to serve and collaborate with them.

To ensure that you gain the most from your partnership in the 2021 year we ask that you appoint two Council members to sit on the SCOR Board of Directors.

In addition SCOR EDC has a Resource Advisory Group that consists of senior staff who have an economic development or similar portfolio. We ask that you also appoint a person and an alternate to this group.

The annual partner contribution has not increased over the 10 years since SCOR's inception and remains at \$25,000.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Chambers', written in a cursive style.

Robert Chambers
Chair
SCOR EDC



South Central Ontario Region Economic Development Corporation (SCOR EDC)
 4 Elm Street, Tillsonburg, ON N4G 0C4, P: 519-842-6333 F: 519-842-7123
www.scorregion.com www.scorbusinessportal.com

Hello Everyone;

Below is our SCOR EDC Board schedule for the 2021 year. The meetings are the last Thursday of the month and start time will be 9:00 am. The meetings will rotate to each County (see below) as we near the date of the meetings actual address locations will be provided

Please save the dates in your calendars.

Date	Location
January 28, 2021	Oxford Zoom
March 25, 2021	Brant TBD
May 27, 2021	Bayham 56169 Heritage Line, Straffordville,
July 29, 2021	Middlesex Address TBD
September 30, 2021	Norfolk TBD
October AGM Date to be confirmed	SCOR EDC Offices Elm Street Tillsonburg ON
November 25, 2021	TBD



REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

DATE: March 2, 2021

SUBJECT: Homes – Dietary Policy Manual Review and Revisions

RECOMMENDATIONS:

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.

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 Dietary has been reviewed and revised by the Managers of Support Services for the three (3) County of Elgin Homes, in consultation with the Registered Dietitian (where applicable). The revised manual includes revisions to the following policies and procedures:

- 2.24 Dietary Contingency Planning - updated to align with requirements of Ministry of Long-Term Care Directive #3 for Hospitals and Long-Term Care Homes; and, per requirements of the Provincial Long-Term Care Home COVID-19 Outbreak Standard Operating Procedures, December 17, 2020
- 3.1 Supply Purchasing – updated to include reference to perishable items
- 3.2 Receiving – correction of typos
- 3.10 Food Product Shortages – addition of accountable person(s)
- 5.2 Personal Hygiene – addition of public health reference; correction to Ministry of Long-Term Care acronym; clarity regarding apron usage

- 5.3 Handwashing – minor revisions to process
- 5.4 Manual Dishwashing – correction of typos
- 5.6 Isolation Tray Service – minor revisions to process
- 5.8.3 Cleaning Freezers – correction of typo
- 5.8.7 Cleaning Ovens – minor revisions
- 5.8.12 Cleaning Slicer – minor revisions
- 5.8.17 Cleaning Tables and Counters – minor revisions
- 5.8.18 Cleaning Steamer – minor revisions
- 5.11 Kitchen Sanitation – update to Safety Data Sheet (SDS) acronym

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
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Additional Comments:

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 dietary 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
Director of Homes and Seniors Services

Julie Gonyou
Chief Administrative Officer

Terrace Lodge Redevelopment



Let the construction begin!



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Progressive by Nature

Terrace Lodge Redevelopment Update



Construction Begins February 2021!



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Redevelopment and Building Design Goals

- Create an inviting, functional 100 bed home for our community
- Enhance resident, staff, volunteer, and community experience
- Meet or exceed Ministry design standards
- Enhance privacy and improve infection prevention and control
- Provide welcoming spaces for socialization and activities
- Upgrade service spaces for customer service, staff safety and efficiency
 - Chapel, Main Kitchen, Shipping and Receiving, Reception
- Build on-time and on-budget



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Redevelopment Planning

- MMMC Architects worked extensively with stakeholders to design the Home
- Steering Committee, chaired by Councillor Bob Purcell, provides oversight for the project
- Working Committee informed project design and project decisions
- COVID-19 learnings incorporated into design
- Fundraising Campaign launched
- February 2021: Construction begins!



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Project Summary

- Maintain 100 beds
 - 4 resident home areas, including one memory care home
- New addition and significant renovations of existing Home
- New addition
 - New home area space for residents
- Renovations
 - Full renovation: all existing home areas; main kitchen; shipping and receiving
 - Partial renovation: basement and main floor core areas
- Three construction phases (2021-2023)



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Overview: Resident Home Areas (RHAs)

- Each RHA will include:
 - 25 bedrooms
 - two large dining rooms, a servery, and a home kitchen
 - activity, lounge, and program spaces
 - tub room
 - shower room
 - staff and service spaces



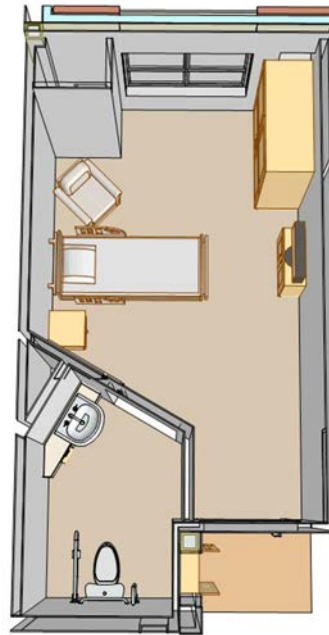
First Floor North & South Resident Home Areas



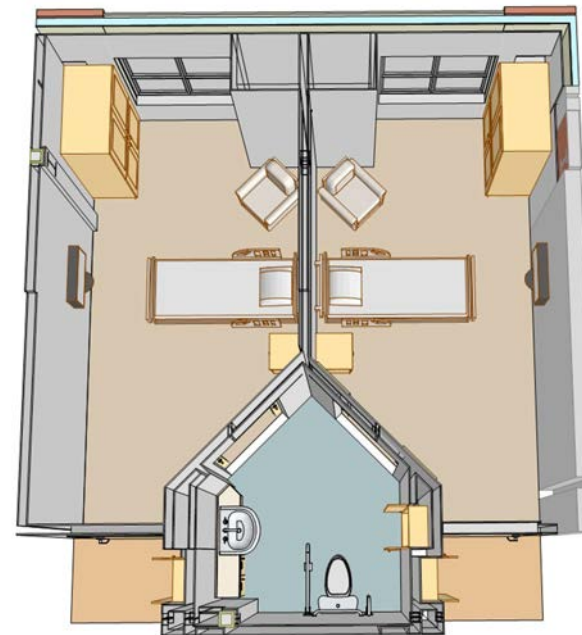
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Resident Home Areas: Design Highlights

- 84 residents will have a single bedroom with a private ensuite washroom
- 16 residents will have a single bedroom with an ensuite washroom shared with one other resident
- Each room will have a private entranceway and a memory box



Private Bedroom



Semi-Private Bedroom



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Resident Home Areas: Design Highlights

- Each RHA will offer:
 - two inviting dining rooms
 - servery & home kitchen
 - dining within home area
 - reduced wait times for portering
 - a pleasant dining experience
 - easy access to all dining room tables
 - ability for physical distancing during outbreaks



RHA Dining Rooms



Resident Home Areas: Design Highlights

- Spacious and secure (central courtyard and secure north courtyard)
- Large, accessible area
- Views of courtyards from resident bedrooms
- Walking paths and gardens
- Sitting areas and raised planters
- Areas for activities, events, and gatherings



Outdoor Space - Two Courtyards



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Overview: Core Areas

- Full renovation of main kitchen
- New addition to kitchen and receiving areas
- New second elevator
- Relocated chapel, event space, and tuck shop
- New family suite
- New health clinic
- Updated reception area
- Enhanced staff and service spaces



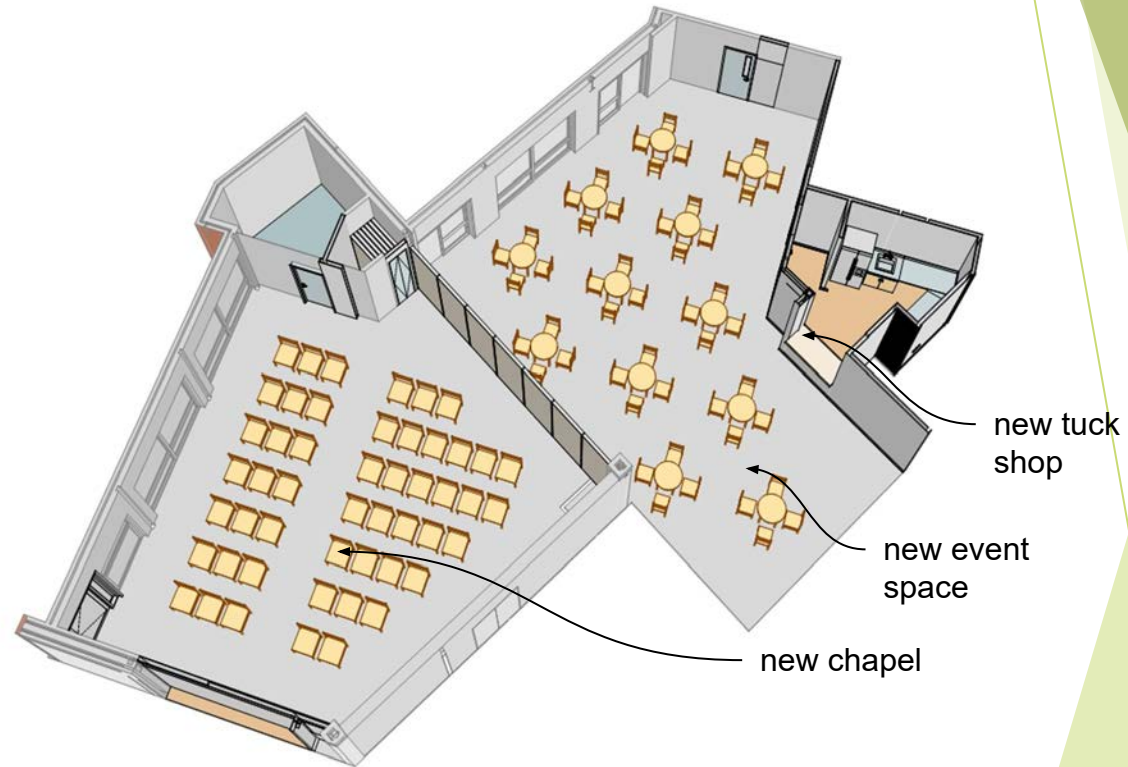
First Floor Core Areas



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Core Areas: Design Highlights

- Current dining space to be used as public gathering space
- Moveable partition allows space to be divided for different uses (chapel and event space) or opened up for larger gatherings
- New tuck shop conveniently co-located adjacent to event space



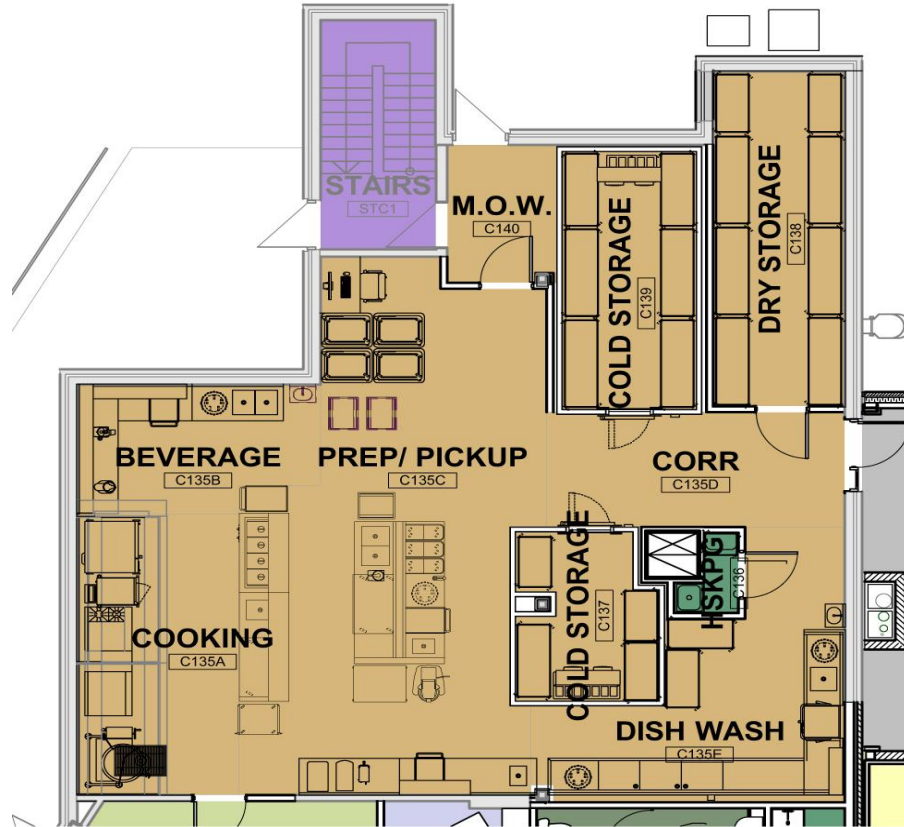
Core Event Space



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Core Areas: Design Highlights

- Main kitchen to be fully renovated with addition for receiving
- Renovation to occur in phases, so that kitchen can remain fully functional throughout project
- Central preparation of meals



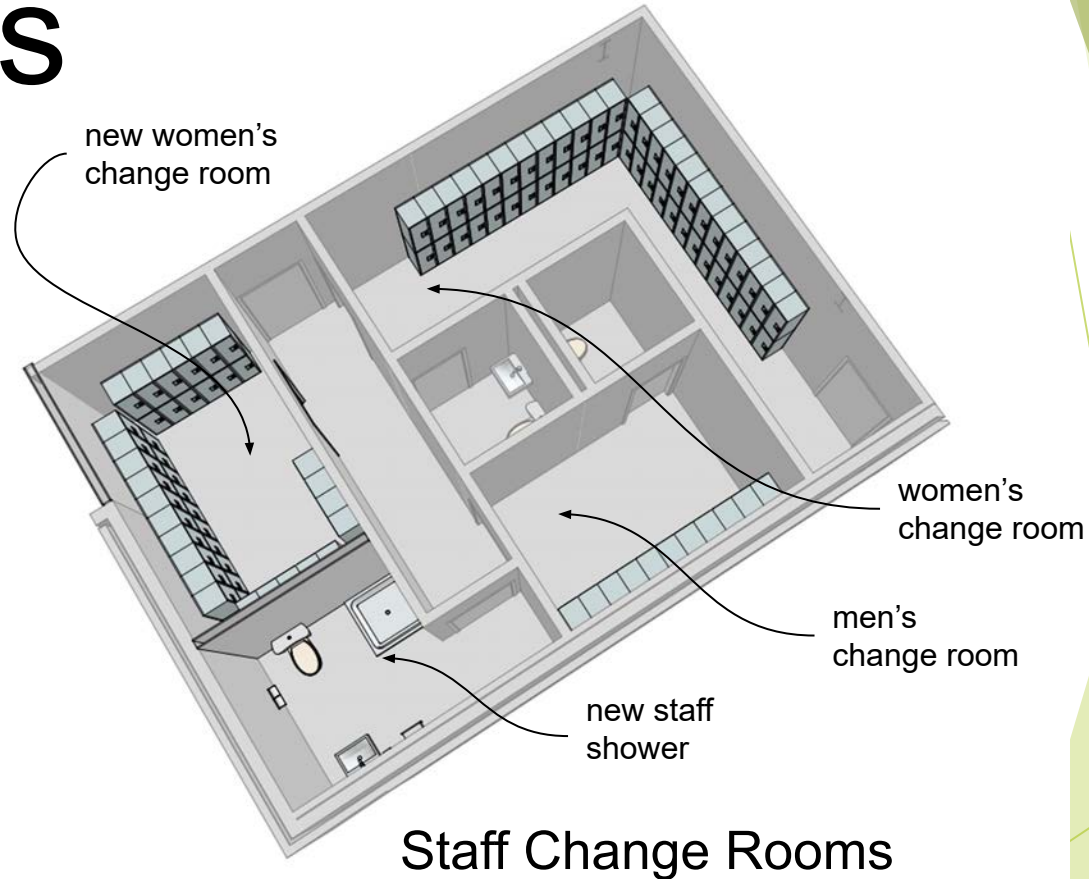
Core Kitchen



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Overview: Basement Renovations

- Offices to be relocated from basement to first floor
- Office space to be converted into staff shower and enlarged change rooms
- Half-height locker for every staff member



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Infection Prevention and Control (IPAC)

- Home design improves safety for all
 - informed by COVID-19 learnings, Public Health, and best practices
- Important IPAC design features
 - single rooms with private or shared ensuite washrooms
 - larger dining rooms allowing for comfortably spaced tables
 - IPAC supply cupboards tastefully incorporated outside each bedroom
 - high quality air exchange system and dedicated oxygen storage space
 - negative pressure capability in rooms
 - additional staff change room space and individual lockers



Phasing Plan: Phase 1

- Construction of new addition to resident home areas
- Construction of new receiving addition
- Minimal impact to existing home for first 12 months



First Floor Phasing Diagram - Phase 1

Phasing Plan: Phase 2

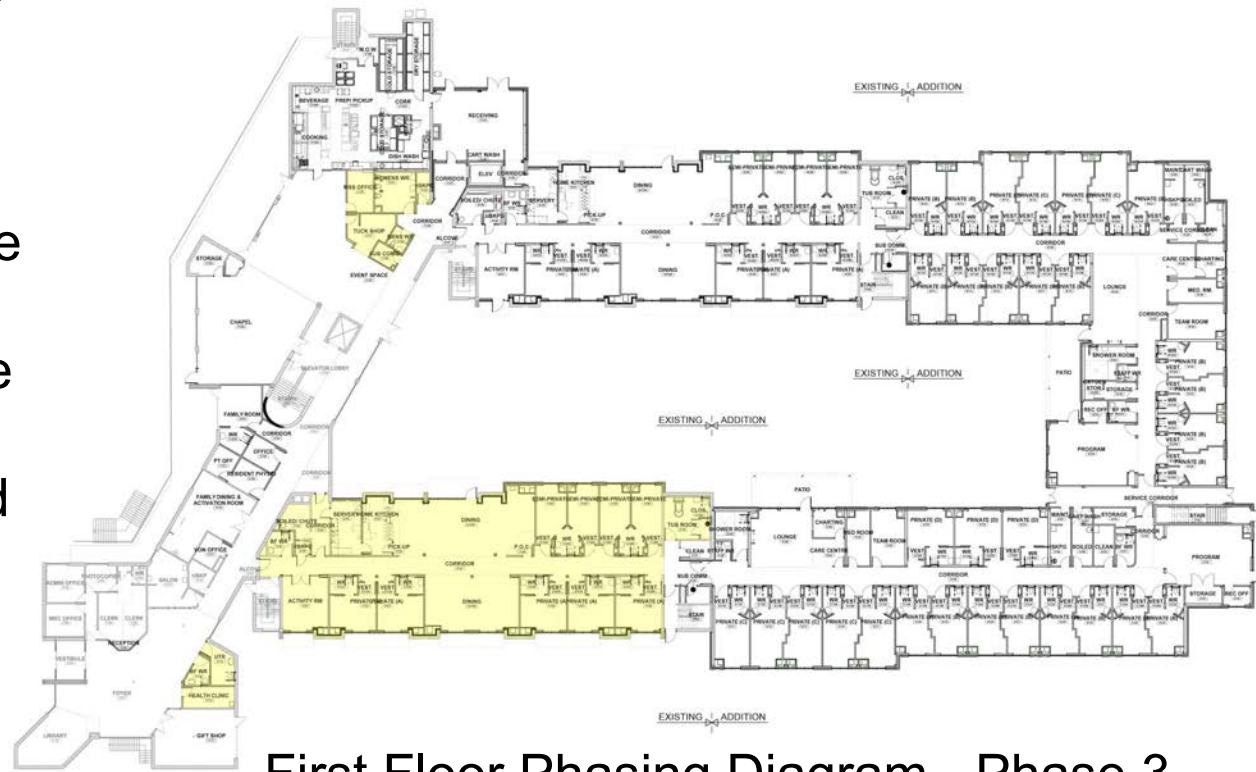
- Renovation of first and second floor north resident home areas
- Renovation of some core areas
- Residents relocated to new addition during renovation



First Floor Phasing Diagram - Phase 2

Phasing Plan: Phase 3

- Renovation of first and second floor south resident home areas
- Renovation of some core areas
- Residents relocated to new addition and renovated north home areas during renovation



First Floor Phasing Diagram - Phase 3



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Phasing Schedule

- Ground-Breaking: February 2021
- Phase One: February 2021 - April 2022
 - new addition
- Phase Two: June 2022 - January 2023
 - renovation of basement, main kitchen, core
 - renovation of existing first and second floor north resident home areas
- Phase Three: March 2023 - October 2023
 - finish renovation of basement and core
 - renovation of existing first and second floor south resident home areas
- Completion: November 2023



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Construction Considerations

- Ensure SAFETY for all
- Recognizing and Supporting Emotions of Change
- New protocols, policies and procedures
- Need for constant communication, education and feedback
- Benefits and challenges during each construction phase
 - Phase 1: Least impact on residents and staff
 - Phase 2 and Phase 3: Resident relocations, temporary shared rooms, new layout of RHAs, more privacy and less sharing of washrooms



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Communication Commitment

- Ongoing communication and sharing is critical with all stakeholders
 - residents, families, visitors
 - staff and volunteers and the public
 - Council, steering committee, working committee, staff committees
 - architect, construction supervisors, trades
- Communication Vehicles:
 - newsletters, website, Terrace Lodge electronic sign
 - committee updates
 - virtual and in-person meetings



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Fundraising Campaign: Comforts of Home

- Beautify the Courtyards
 - water feature, gazebo, raised gardens, birdfeeders, chairs and benches
- Provide the Comforts of Home
 - electric fireplaces
 - specialized interior decor
- Enhance Resident Enjoyment and Activities
 - exercise equipment
 - technology devices
- Support Families
 - furnishings for overnight family suite



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Terrace Lodge Fundraising Campaign



**Your support makes a
difference!**

donatetoterracelodge.ca

Help give our residents
the "Comforts of Home"



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Terrace Lodge Redevelopment



ElginCounty
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REPORT TO COUNTY COUNCIL

FROM: Amy Thomson, Director of Human Resources

DATE: March 9, 2021

SUBJECT: 2021 Non-Union Economic Adjustment recommendation

RECOMMENDATION:

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.

INTRODUCTION:

Human Resources staff is seeking County Council's approval to implement a 1.75% wage increase for non-union staff and Council in 2021. Each year, Human Resources staff recommends to County Council a non-union salary increase which, by policy, is applied to Council's remuneration. The purpose of this annual action is to ensure the County of Elgin remains a desired employer; that the County is attracting and retaining skills and talent in the organization by remaining competitive in its compensation practises; and that the County avoid any spikes or gaps in its compensation practises from one year to the next.

DISCUSSION:

Non-union salaries are reviewed annually to ensure that the County is paying competitively to the market. Recommended adjustments to wages are made on the basis of both benchmark data and comparative market trends.

In reviewing such data, the County considers a number of factors including, but not limited to: negotiation mandates and outcomes, inflationary trends, attrition data, market factors, and potential for expanding unionization.

The most recently available Ontario Ministry of Labour bargaining data shows that in the fourth quarter of 2020, the municipal average negotiated base wage increase was **1.5%^A**. As COVID-19 spread throughout Canada, many organizations are planning to moderate their salary increases for the next year. The Conference Board of Canada average 2021 pay increase for non-unionized employees is projected to be **2.1%^B**. In January 2021 prices grew **1%** on a year-over-basis following a **0.7%** year-over-year increase in December 2020^C. In its January monetary policy report, the Bank of Canada forecasts CPI inflation to be **1.6%** in 2021^D, while Focus Economics Consensus Forecast analysts saw inflation also averaging **1.6%** in 2021^E.

In January 2021, the largest of the County's unionized partners (SEIU employees) received a **2%** increase. CUPE (library) employees recently negotiated **1.75%**. The collective agreement with Ontario Nurses' Association (ONA) expired on March 31, 2020 and collective bargaining has been underway. Municipal ONA employers who have settled their collective agreements have agreed to **1.75%** for 2021, including arbitrated settlements.

As per the annual process, HR staff have surveyed surrounding and local municipalities to gain comparator information on 2021 salary adjustments for non-union staff.

Of those surveyed, there is an average adjustment of **1.18%** throughout the Elgin County Local Municipal Partners (*Central Elgin has not yet determined their 2021 increase*); an average adjustment of **1.72%** across surrounding Counties and municipalities (with 1.48% as the lowest and 2% as the highest value across these comparators).

What is recommended for County staff is slightly higher than, but not inconsistent with the average of the comparators shown above. Many municipalities surveyed who also have unionized staff will match their non-union wage increases to those that are bargained, in order to maintain relative internal equity. The County recommended non-union economic increase was reached by considering all factors listed within this report.

FINANCIAL IMPLICATIONS:

In 2020, the County of Elgin paid \$ 6,720,803 in wages to non-union staff. The cost of a **1.75%** increase for non-union employees is approximately \$117,614 and represents 0.32% on the levy. This is containable in the 2021 budget in which staff had set aside 2.0% for planning purposes, and has been approved by Council.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

CONCLUSION:

In view of recent economic trends, comparative data, and other factors, Human Resources staff believes a **1.75%** economic adjustment in 2021 for non-union staff is appropriate. In accordance with municipal bylaw, the 2021 economic adjustment would be applied to members of County Council.

REFERENCES:

Information accessed February 2021

A) Ontario Ministry of Labour:

https://www.lrs.labour.gov.on.ca/VAViewer/VisualAnalyticsViewer_quest.jsp?reportName=Collective%20Bargaining%20Highlights&reportPath=/Shared%20Data/SAS%20Visual%20Analytics/Public/LA%20SR/

B) *Compensation Planning Outlook 2021*: The Conference Board of Canada, September 29th, 2020, Report by Kelsey Coburn and Allison Cowan <https://www.conferenceboard.ca/e-library/abstract.aspx?did=10808>

C) Statistics Canada <https://www150.statcan.gc.ca/n1/daily-quotidien/210217/dq210217a-eng.htm>

D) Bank of Canada CPI 2021 Forecast <https://www.bankofcanada.ca/wp-content/uploads/2021/01/mpr-2021-01-20.pdf>

E) FocusEconomics is a leading provider of global economic analysis and forecasts: <https://www.focus-economics.com/country-indicator/canada/inflation>



All of which is Respectfully Submitted

Approved for Submission

Amy Thomson
Director of Human Resources

Julie Gonyou
Chief Administrative Officer





REPORT TO COUNTY COUNCIL

FROM: Jim Bundschuh, Director of Financial Services

DATE: March 9, 2021

SUBJECT: Annual Repayment Limit

RECOMMENDATION:

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

INTRODUCTION:

The 2021 ten-year plan included \$44 million of debt between 2020 and 2025. The attached Annual Repayment Limit (ARL) issued by the province places a limit on how much debt obligations Elgin can undertake. The \$44 million planned borrowing is well within the ARL limit.

DISCUSSION:

The 2021 ARL will allow for \$12.0 million in debt obligation payments (principal and interest). The 2019 FIR included \$118,000 in Public Health debt obligations that are consolidated into the County's financial statements. This reduces the ARL available to the County for its own borrowing to \$11.8 million.

As an example, if the County were to borrow \$91 million at 5% for a ten-year term, it would fully exhaust the available \$11.8 million ARL limit. If rates of better than 5% are obtained, the \$91 million borrowing limit would increase. The County's \$44 million of planned borrowing is well below \$91 million 5% example. In fact, the \$6 million debenture that Council issued in November 2020 was at a rate of only 1.43%. The next \$6 million debenture is planned for May 2021 will likely be at a rate of below 2%.

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

Unless rates were to climb into the double digits, the County's current plan of \$44 million of debentures planned between 2020 – 2025 should be well within our ARL limit.

The next debenture is planned for May 2021 at a value of \$6 million.

All of which is Respectfully Submitted

Jim Bundschuh
Director of Financial Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

Annual Repayment Limit

What is the Annual Repayment Limit?

The Annual Repayment Limit (ARL) may be generally summarized as the maximum amount that a municipality in Ontario can pay each year (without first going to the Local Planning Appeal Tribunal) in principal and interest payments for its long-term debt and other long-term financial commitments.

For most municipalities (not including Toronto) the ARL is set at 25 percent of their annual own-source revenues (such as property taxes, user fees and investment income), less their annual existing long-term debt service costs and payments for other long-term financial obligations. Municipalities may only exceed their ARL with the prior approval of the Local Planning Appeal Tribunal (LPAT).

For more information about the ARL, please see O. Reg. 403/02 (Debt and Financial Obligation Limits) on <https://www.ontario.ca/laws/regulation/020403>.

Role of the Ministry of Municipal Affairs and Housing

The Ministry of Municipal Affairs and Housing issues an updated ARL statement to municipalities once a year. The ARL statement is typically sent to each municipality at the beginning of the calendar year and reflects the most recent financial information submitted by the municipality in its Financial Information Return (FIR), available on <https://efis.fma.csc.gov.on.ca/fir/Welcome.htm>.

How Does the Ministry Calculate the ARL? *

The calculation of the ARL involves a number of steps. The ministry first determines the municipality's annual own-source revenue from sources such as property taxes, user fees and investment income. The ministry then calculates the amount that is 25 percent of the municipality's annual own-source revenue. Finally, the ministry subtracts the municipality's annual existing debt service costs and payments for other long-term financial obligations from the 25 percent figure to arrive at the ARL.

The ministry calculates 25 percent of the municipality's annual own-source revenue:



The ministry subtracts municipal debt and other financial obligations to determine the ARL:



For details on specific municipalities, please see <https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm>

**For illustrative purposes only*

Role of Municipalities

Municipalities in Ontario are responsible for ensuring that they do not exceed their ARL. When a municipality proposes long-term borrowing (or other long-term financial obligation), the municipal treasurer is responsible for updating the limit provided by the ministry. The treasurer must determine if there is capacity within the municipality's ARL to undertake the planned borrowing.

Local Planning Appeal Tribunal (LPAT)

Applications and appeals in relation to a range of matters are brought before the LPAT (formerly known as the Ontario Municipal Board). In cases where municipalities intend to borrow or commit to amounts above their updated ARL, they must first seek the approval of the LPAT. Learn more at <http://elto.gov.on.ca/tribunals/lpat>.

Plafond de remboursement annuel

Qu'est-ce que le plafond de remboursement annuel?

On définit généralement le plafond de remboursement annuel comme étant le montant maximal de capital et d'intérêts qu'une municipalité de l'Ontario peut payer (sans avoir d'abord à faire appel au Tribunal d'appel de l'aménagement local) pour ses dettes à long terme et autres obligations financières à long terme.

Pour la plupart des municipalités (mis à part Toronto), le plafond de remboursement annuel correspond à 25 pour cent de leurs revenus autonomes annuels (comme l'impôt foncier, les frais d'utilisation et le revenu de placement), moins leurs frais de service de la dette annuels à long terme actuels et leurs paiements d'obligations financières à long terme. Les municipalités peuvent dépasser le plafond de remboursement annuel seulement lorsqu'elles obtiennent une autorisation préalable du Tribunal d'appel de l'aménagement local (TAAL).

Pour obtenir de plus amples renseignements au sujet du plafond de remboursement annuel, veuillez consulter le Règlement de l'Ontario 403/02 sur la limite de la dette et des obligations financières (Debt and Financial Obligation Limits) sur le site <https://www.ontario.ca/laws/regulation/020403>.

Rôle du ministère des Affaires municipales et du Logement

Le ministère des Affaires municipales et du Logement transmet chaque année aux municipalités une version mise à jour de l'état du plafond de remboursement annuel. Habituellement, le ministère le transmet à chaque municipalité au début de l'année civile. Ce document reflète l'information financière la plus récente ayant été soumise par la municipalité dans son Rapport d'information financière (RIF), accessible sur le site <http://oraweb.mah.gov.on.ca/fir/welcome.htm>.

De quelle façon le ministère calcule-t-il le plafond de remboursement annuel? *

Le calcul du plafond de remboursement annuel comprend un certain nombre d'étapes. D'abord, le ministère détermine les revenus autonomes annuels de la municipalité obtenus par l'impôt foncier, les frais d'utilisation et le revenu de placement. Ensuite, le ministère calcule le montant correspondant à 25 pour cent des revenus autonomes annuels de la municipalité. Enfin, le ministère soustrait de ce montant correspondant à 25 pour cent des frais de service de la dette annuels à long terme existants et les paiements d'obligations financières à long terme de la municipalité pour obtenir le plafond de remboursement annuel.

Le ministère calcule le montant correspondant à 25 pour cent des revenus autonomes annuels de la municipalité :

$$\begin{array}{|c|} \hline \text{Revenus autonomes} \\ \text{municipaux} \\ \hline \end{array} \times \begin{array}{|c|} \hline 25 \% \\ \hline \end{array} = \begin{array}{|c|} \hline 25 \% \text{ des} \\ \text{revenus autonomes} \\ \hline \end{array}$$

Le ministère soustrait le montant correspondant à la dette municipale et aux autres obligations financières afin de déterminer le plafond de remboursement annuel :

$$\begin{array}{|c|} \hline 25 \% \text{ des} \\ \text{revenus} \\ \text{autonomes} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{Paie} \text{ments annuels des} \\ \text{dettes actuels et d'autres} \\ \text{obligations financières} \\ \text{(Capital + Intérêts)} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Plafond de} \\ \text{remboursement annuel} \\ \hline \end{array}$$

Pour obtenir des renseignements sur des municipalités en particulier, veuillez consulter le site <https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm>.

** À titre indicatif seulement.*

Rôle des municipalités

Les municipalités de l'Ontario doivent s'assurer de ne pas dépasser le plafond de remboursement annuel. Lorsqu'une municipalité propose un emprunt à long terme (ou toute autre obligation financière à long terme), le trésorier municipal doit mettre à jour le plafond maximal fourni par le ministère. Le trésorier municipal doit déterminer si le plafond de remboursement annuel de la municipalité permet d'aller de l'avant avec l'emprunt prévu.

Tribunal d'appel de l'aménagement local (TAAL)

Les demandes et les appels concernant différentes affaires sont portés devant le TAAL (anciennement la Commission des affaires municipales de l'Ontario). Lorsque des municipalités ont l'intention d'emprunter ou d'engager des montants supérieurs à celui prévu par leur plafond de remboursement annuel, elles doivent d'abord demander l'approbation du TAAL. Apprenez-en davantage à l'adresse <http://elto.gov.on.ca/tribunals/lpat/about-lpat/?lang=fr>.

2021 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	44000	
MUNID:	34000	
MUNICIPALITY:	Elgin Co	
UPPER TIER:		
REPAYMENT LIMIT:		\$ 11,843,302

The repayment limit has been calculated based on data contained in the 2019 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2019 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2021

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	147,593,714
(a)	15 years @ 5% p.a.	\$	122,929,420
(a)	10 years @ 5% p.a.	\$	91,450,835
(a)	5 years @ 5% p.a.	\$	51,275,298
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	125,468,105
(a)	15 years @ 7% p.a.	\$	107,867,772
(a)	10 years @ 7% p.a.	\$	83,182,394
(a)	5 years @ 7% p.a.	\$	48,559,874

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Elgin Co

MMAH CODE:

44000

			1
			\$
	Debt Charges for the Current Year		
0210	Principal (SLC 74 3099 01)		52,750
0220	Interest (SLC 74 3099 02)		64,825
0299		Subtotal	117,575
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)		0
9910		Total Debt Charges	117,575
			1
			\$
	Amounts Recovered from Unconsolidated Entities		
1010	Electricity - Principal (SLC 74 3030 01)		0
1020	Electricity - Interest (SLC 74 3030 02)		0
1030	Gas - Principal (SLC 74 3040 01)		0
1040	Gas - Interest (SLC 74 3040 02)		0
1050	Telephone - Principal (SLC 74 3050 01)		0
1060	Telephone - Interest (SLC 74 3050 02)		0
1099		Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)		0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)		0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)		0
1420		Total Debt Charges to be Excluded	0
9920		Net Debt Charges	117,575
			1
			\$
1610	Total Revenue (SLC 10 9910 01)		78,993,456
	Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)		0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)		24,644,903
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)		3,240,387
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)		0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)		0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)		3,264,660
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)		0
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)		0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)		0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)		0
2253	Other Deferred revenue earned (SLC 10 1814 01)		0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)		0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)		0
2299		Subtotal	31,149,950
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged		0
2610		Net Revenues	47,843,506
2620		25% of Net Revenues	11,960,877
9930		ESTIMATED ANNUAL REPAYMENT LIMIT (25% of Net Revenues less Net Debt Charges)	11,843,302

* SLC denotes Schedule, Line Column.



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services

DATE: February 24, 2021

SUBJECT: Meeks Bridge Replacement Tender Award

RECOMMENDATIONS:

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.

INTRODUCTION:

As part of the approved 2021 Capital Budget, a tender was advertised and issued as per the County's Procurement Policy for the Meeks Bridge Replacement project in the Township of Southwold.

DISCUSSION:

A total of sixteen (16) contractors downloaded tender documents for this project. Five (5) contractors submitted bids for this tender which closed on February 25, 2021. Bids were received as follows:

Company	Bid Price (inclusive of contingency, exclusive of HST)
Clearwater Structures Inc.	\$1,735,862.00
McLean Taylor Construction Limited	\$1,804,811.14
Sierra Bridge Inc.	\$1,987,282.00
Facca Incorporated	\$2,151,713.00
MTM-2 Contracting Inc.	\$2,338,756.00

Clearwater Structures Inc. submitted the lowest compliant bid for the project at a total price of \$1,735,862.00 inclusive of a \$220,000 contingency allowance and exclusive of HST. In accordance with the Meeks Bridge Replacement Municipal Class Environmental Assessment Project File report filed last fall, this construction project involves removal and disposition of the existing bridge structure constructed in 1900, salvaged removal and repurposing of the former Port Bruce temporary bridge at the Meeks bridge site modified to accommodate a two-lane cross section (3.5 metres including buffer) site characteristics. The project also involves the removal and restoration of the Port Bruce temporary boat launch and former temporary bridge locations.

Construction Detour

A construction detour as detailed in Appendix 'A' will be in place throughout the duration of construction for motorists and cyclists to follow.

FINANCIAL IMPLICATIONS:

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

Engineering ¹	\$ 248,157.50
Construction ²	\$ 1,735,862.00
<u>Net HST (1.76%)</u>	<u>\$ 34,918.74</u>
Total Projected Costs	\$ 2,018,938.24
 Combined 2019-2021 Capital Budget	 \$ 3,050,000.00
 Forecast Budget Surplus/(Deficit)	 \$ 1,031,061.76

¹Provision of engineering services by CIMA Canada Inc.

²Includes a \$220,000 contingency allowance.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

Relocation and repurposing of the former Port Bruce temporary panel bridge will result in an expedited bridge replacement construction schedule, and reduce the duration of required road closures.


COMMUNICATION REQUIREMENTS:

Council, Municipality staff and residents will continue to be advised of the Project, road closures, and be provided construction progress updates. Such updates can also be found on the County's project webpage <http://www.elgincounty.ca/meeks-bridge-replacement/>.

CONCLUSION:

Staff are pleased with the results of the tender and recommend award of the project to the successful Contractor. Work on this project is expected to commence immediately with substantial completion anticipated to be achieved by year's end.

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

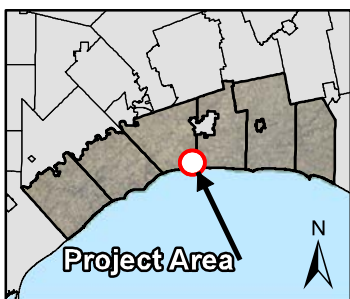
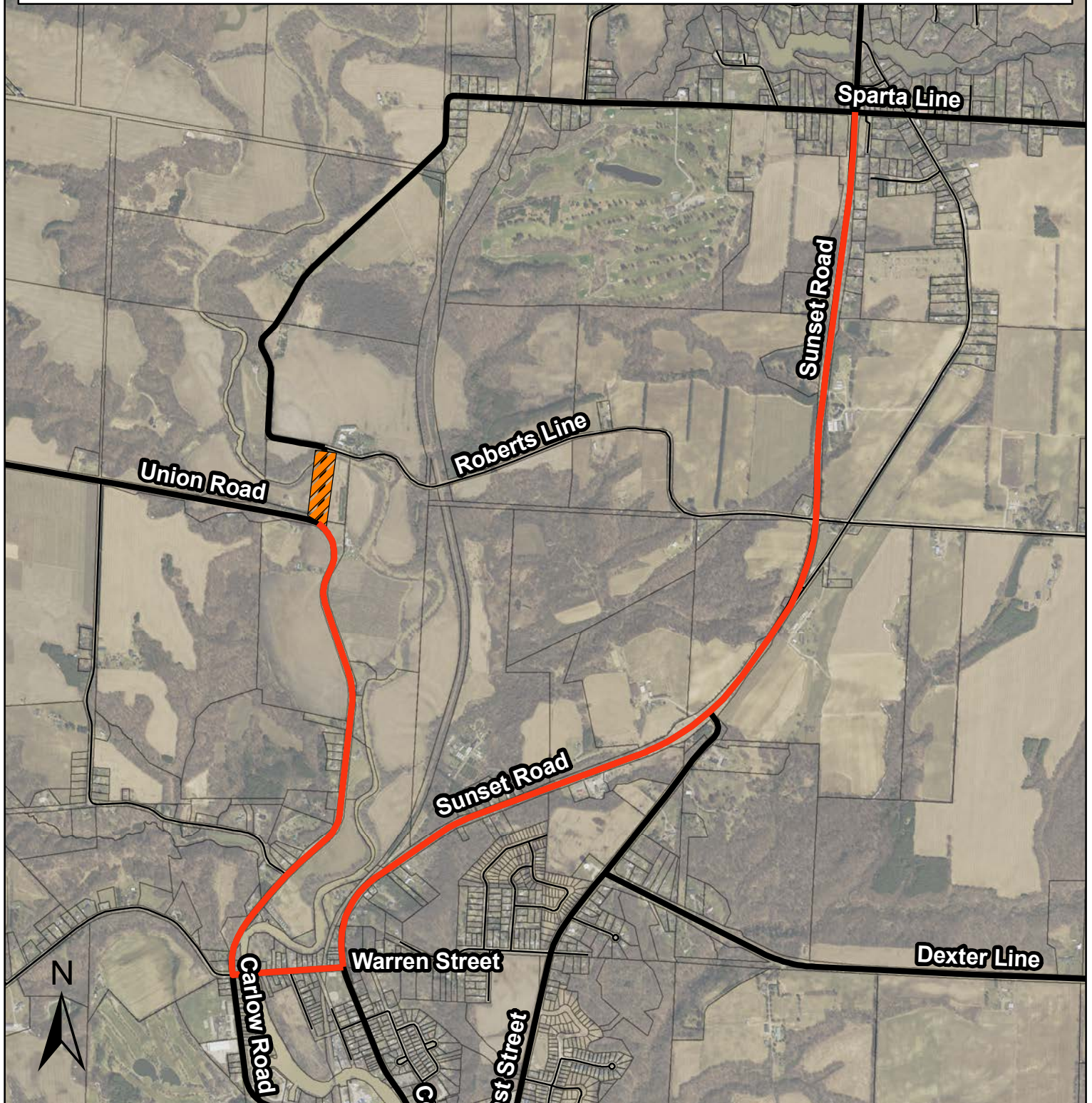
Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer

Mike Hoogstra
Purchasing Coordinator

Appendix 'A'



Meeks Bridge Reconstruction Project

Project Area



Map Produced by:
 Elgin County GIS Department
 Projection: NAD 83 UTM Zone 17
 Date: 2021-03-01
 This drawing is neither a legally
 recorded map nor a survey and
 is not intended to be used as one.



REPORT TO COUNTY COUNCIL

FROM: Stephen Gibson, County Solicitor
DATE: February 24, 2021
SUBJECT: Encroachment Agreement – Sparta Line
 6137 Hiram Smith Line, Central Elgin

RECOMMENDATION(S):

It is recommended that:

1. The within Report to Council be received and filed;
2. 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,
3. County Council authorize the Warden and Chief Administrative Officer to execute the said Encroachment Agreement for the Corporation of the County of Elgin.

INTRODUCTION AND BACKGROUND:

The purpose of this Report is to seek Council approval and authorization for execution of an Encroachment Agreement relating to concrete steps encroaching upon the Sparta Line road allowance, including a municipally-owned sidewalk, from certain lands and premises in the Community of Sparta.

The involved lands and premises are known municipally as 6137 Hiram Smith Line and are owned by Joseph Sawicki and Heather Leslie Robinson.

DISCUSSION:

Notwithstanding that it was constructed many years ago, the exterior staircase at the Sawicki/Robinson premises constitutes an unauthorized encroachment onto the Sparta Line road allowance. It is noted that, at law, possessory property rights are not available as against a municipal road allowance.

As an unauthorized encroachment onto the road allowance under the ownership and control of Elgin County and over the related public sidewalk owned by the Municipality of Central Elgin, the concrete steps are a negative concern to both municipalities, particularly as constituting a liability risk arising from public user.

After staff consultation, Elgin and Central Elgin jointly proposed to the property owners that, rather than requiring removal of the staircase, the encroachment be permitted to remain under the terms of an Encroachment Agreement addressing, amongst other matters,

- creation of a time-limited license for the encroachment;
- obligation for the licensees to repair, maintain, and replace, but not large, the encroachment;
- release of claims by the licensees in respect of their personal use of the encroachment;
- indemnification of the municipalities by the licensees in respect of claims arising from a third-party usage of the encroachment; and,
- insuring of the municipalities by the licensees through addition of both Elgin (County) and Central Elgin (Municipality) as insureds to general liability coverages.

Following negotiation, the property owners, as intended licensees, have agreed to the form and content of a proposed Encroachment Agreement.

FINANCIAL IMPLICATIONS:

No direct financial implications to either Elgin or Central Elgin are anticipated.

The indemnity/insurance provisions in the Encroachment Agreement protect the municipalities against financial exposure for losses arising from third-party usage of the encroachment.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

Additional Comments: None

LOCAL MUNICIPAL PARTNER IMPACT:

Protection of Central Elgin (Municipality) against liability risk of encroachment onto local sidewalk asset.

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

An unauthorized encroachment, by concrete steps onto the Sparta Line Road allowance and over the municipally-owned public sidewalk, was discovered during the recent highway improvement project in the former Village of Sparta. Rather than require its removal, it is proposed that the encroachment be authorized and permitted to remain pursuant to the terms and conditions of an Encroachment Agreement.



All of which is Respectfully Submitted

Approved for Submission

Stephen Gibson
County Solicitor

Julie Gonyou
Chief Administrative Officer





REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

Katherine Thompson, Supervisor of Legislative Services

DATE: March 2, 2021

SUBJECT: Connectivity Committee Request to Engage Technical Consultant

RECOMMENDATION:

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 Elgin County Council consider the recommendation of the Elgin County Connectivity Committee that a consultant be engaged to support the 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.

INTRODUCTION:

Access to reliable, affordable, high-speed internet is no longer a luxury but a necessity. Elgin County residents require access to this service in order to undertake a number of activities on a daily basis and the pandemic has heightened how essential the internet and reliable connectivity are for personal and professional communications. Our residents and businesses need the internet to grow and attract businesses, to apply to jobs, to do homework and to access government services.

The need to increase high-speed internet connectivity throughout Elgin County was identified as a key priority in Elgin County Council's Strategic Plan 2020-2022. A Connectivity Committee was established to identify high-speed internet solutions for Elgin County's rural residents and organizations and champion high-speed across the County. The Committee has been meeting twice monthly since September 2020 to gather as much data as possible about the current state of connectivity in Elgin County and learn as much



as possible about different ways connectivity could be increased. The Committee has now reached the point where technical expertise is required to move a Made In Elgin Solution forward.

DISCUSSION:

Committee Work To-Date

The Connectivity Committee understands the urgency that is required in developing a connectivity solution in Elgin County, but also understands the importance of getting it right. Since September 2020, the Committee has been working to assess the extent of connectivity challenges that exist in the community and engage in meaningful conversations with partners and local Internet Service Providers (ISPs).

The Committee surveyed residents about their connectivity experiences, challenges and needs and received over 400 individual responses. These responses confirmed for the Committee the considerable need for increased connectivity in rural Elgin County.

Local Municipal Partners were also surveyed and provided information to the Committee about connectivity in their areas and the concerns they have heard from residents.

The Committee surveyed local ISPs and engaged them at Connectivity Committee meetings and as part of an Internet Forum in December 2020 to learn directly from industry players about the barriers to increased connectivity in Elgin.

The Committee researched a variety of technological solutions, engaged with neighbouring municipalities, and attended virtual seminars about municipal broadband connectivity.

In conjunction with the County of Elgin's GIS staff, the Committee developed a preliminary connectivity map overlaying SWIFT fibre data, Government of Canada fibre data, available wireless tower data, topography and woodlots.

The Committee discussed non-financial ways in which ISPs could be incentivized to expand their networks into Elgin County including reducing administrative burden by working with Local Municipal Partners to understand and refine the local application requirements and permit processes and costs. Developing guidelines for fibre installation and streamlining application processes is currently being investigated by the Director of Engineering Services on behalf of the Committee.

Next Steps

At its meeting held on February 25, 2021 the Committee identified the following next steps in the process of developing a Made in Elgin Solution:

1. A technical assessment/needs assessment of served/unserved/underserved areas that:
 - a. Identifies technologies/network solutions and speeds available (wireless, wired, fixed wireless, last mile, satellite).
 - b. Identifies key internet gateways/access points, “choke points”, and areas of limited capacity.
 - c. Illustrates major network design and key components, building upon maps developed in-house.
2. An unbiased, objective technical assessment of which technology solutions are most cost effective and might work best in underserved/unserved areas of Elgin’s municipalities.
 - a. Recommend community specific solutions
 - b. Provide detailed cost structures for the implementation of these technologies
 - c. Identify key milestones and suggested timelines
3. An investigation of possible funding models.
 - a. Identify partnerships and funding opportunities
 - b. Identify ways the County can support ISPs

The Committee determined that these next steps would be most appropriately handled by an expert consultant and is recommending that County Council approved the development and issuing of an RFP for the above-mentioned services.

The RFP will be reviewed by the Committee before it is issued and will be presented to County Council for consideration after the submission deadline has closed.

Letters of Support

The Connectivity Committee (with direction from County Council) has issued letters of support to ISPs who are seeking provincial and federal broadband funding for fibre projects in rural Elgin County. The Committee is recommending that in order to expedite these requests, that County Council delegate the issuing of these letters of support to the Warden. When timing permits the Warden will invite the ISP in question to a Connectivity Committee meeting to make the request. When time does not permit, the Warden will consider the request and issue the letter if it meets the criteria of Availability, Affordability, Speed and Awareness as defined by the Committee.

FINANCIAL IMPLICATIONS:

There will be costs associated with engaging a consultant to undertake this work. The RFP process will determine the costs associated at which time a recommendation will be presented to Council for consideration.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:


None.

COMMUNICATION REQUIREMENTS:

The Connectivity Committee will review the draft RFP before it is issued. The RFP will then be communicated to potential applicants through the County of Elgin's regular procurement process.

CONCLUSION:

Over the past six (6) months, the Elgin County Connectivity Committee has been working in conjunction with staff to gather as much information possible about the current state of connectivity in Elgin County and about possible methods of increasing levels of connectivity for unserved or underserved residents. The Committee has now reached a point in the



process where it recommends that next steps be taken by an unbiased technical expert consultant as approved by County Council.

All of which is Respectfully Submitted

Julie Gonyou

Chief Administrative Officer

Katherine Thompson

Supervisor of Legislative Services/Deputy Clerk



REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: March 3, 2021

SUBJECT: Elgin County Council Strategic Plan – Staff Action Plan Update – March 2021

RECOMMENDATION:

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.


INTRODUCTION:

The purpose of this report is to provide Council with an updated Action Plan originally developed by staff in February/March 2020 and most recently updated and presented to Council on November 10, 2020. The actions contained within this Plan support Elgin County Council's Strategic Plan 2020-2022.

BACKGROUND:

Through the Chief Administrative Officers' work with Elgin's Leadership Team, several actions are presented that complement the County's initiatives and programs and advance Council's goals over the next two (2) years. Despite the ongoing challenges faced by the County as a result of the COVID-19 pandemic, a great deal of work has been accomplished and the Leadership Team remains focused on achieving the objectives contained within this Action Plan in order to advance the goals of County Council.

The Elgin Leadership Team recognizes that all actions at the staff level are connected to Council's strategic goals of Serving Elgin, Growing Elgin and Investing in Elgin. The Team also recognizes that departmental actions are interconnected and reflective of corporate goals as a whole and as a result a great deal of collaboration is required to achieve actions contained within the plan.



Many strategic actions include policies or plans that were approved by County Council during the 2021 Budget process and are now underway. Outstanding items will come forward for Council approval in 2022.

The County's CAO oversees the implementation of the Staff Action Plan. Leads are assigned to each action to ensure clear accountability. The assigned lead is responsible for leading the strategic action implementation, including facilitating cross-corporate coordination and collaboration with other departments as required.

The Staff Action Plans will be presented to Council quarterly and will summarize the implementation of the strategic actions to-date and note any challenges, risks, or revisions to the planning process.

CONCLUSION:

Staff presented an Action Plan update in November of 2020. Since this time progress has been made on a number of the initiatives contained within the Action Plan. An updated Staff Action Plan is attached for Council's review.

All of which is Respectfully Submitted

Julie Gonyou

Chief Administrative Officer

Elgin County Administration 2020 Operational Plan – Updated November 1, 2020



Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
<p>Serving Elgin</p> <p><i>To re-design how we respond to community need in a creative, sustainable way.</i></p>	<p>Ensuring alignment of current programs and services with community need</p>	<p>Conduct a municipal service delivery review (part I) and draft an action plan (part II)</p>	<p>Administrative Services</p>	<p>Interim-report completed mid-June 1, 2020</p> <p>Tentative completion date and posting of review of mid-September 2020</p> <p>November 10, 2020 – Public Report and November 30, 2020 – Submission to Ministry of Municipal Affairs and Housing.</p> <p>Ongoing</p>	<p>A Service Delivery Review (SDR) Action Plan including staff recommendations and anticipated timelines was presented to Council on November 24, 2020.</p> <p>On January 26, 2021 a detailed report including financial implications of SDR recommendations was received by Council. Council selected priority recommendations to be explored and/or implemented in 2021.</p> <p>Through the 2021 Budget, Elgin County Council has committed \$300,000 to exploring and implementing <u>priority improvements</u> as selected by Council.</p> <p>NEXT STEPS: Staff will implement and/or explore selected initiatives prioritized by Council for 2021</p>	<p>The SDR was delayed as a result of the pandemic.</p> <p>Transfer agreement with Ministry of Municipal Affairs and Housing (MMAH) executed.</p> <p>Interim report submitted and received by MMAH.</p> <p>Final report submitted to MMAH November 30, 2020.</p>
		<p>Review the organizational structure</p>	<p>Human Resources</p>	<p>Ongoing - December 31, 2021</p>	<p>Departmental priorities include: Administration (Planning/Land Division), Engineering/Facilities Services and Economic Development. Succession planning will be ongoing throughout 2020.</p> <p>NEXT STEPS: Council has directed staff to consider the options included in the SDR for an improved Organizational Design and present options to Elgin County Council in 2021 for implementation in 2022.</p>	<p>Departments currently with Organizational Review underway: Facilities / Engineering Services, Planning, Information Technology Services, Community & Cultural Services, Economic Development & Tourism, and Homes and Seniors Services.</p> <p>New Director of Information Technology Services position</p>

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
						is posted and recruitment is underway.
		Identify opportunities to improve the customer experience (i.e. Land Division Committee application process)	Management Team	December 31, 2020 Ongoing	<p>Complete a review of the Land Division Committee and application process following recruitment of Manager of Planning.</p> <p>Preliminary considerations presented to County Council in closed session on October 27, 2020. Follow-up information was presented on November 10, 2020.</p> <p>Planning Department moved office locations to first floor of Administration Building – co-located with Engineering and Facilities Services (December 2020).</p> <p>2-year contract Administrative Services position has been filled which will support administrative functions for both Planning and Engineering/Facilities Services.</p> <p>Several Improvements have been made in an effort to improve customer service.</p> <ul style="list-style-type: none"> - Improved communications with the Committee – regular process improvement discussions at the start of every LDC meeting - Location maps added to circulations - Planning point of contact with public (me) to provide feedback on inquiries/potential applications - Improved circulation and process with local municipalities 	Link: Corporate Communications and Engagement Plans (ongoing)

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
					<ul style="list-style-type: none"> - County & Malahide GIS working collaboratively to update parcel fabric to further improve accuracy of circulation process. - Continued improvement through regular feedback and dialogue <p>The County is currently recruiting a Planning Technician to take on the role of Secretary/Treasurer of Land Division Committee and to assist in day to day planning – permanent full-time position.</p> <p>\$10,000 for software subscriptions was included in the 2021 budget to support a stream-lined process for submitting LD forms.</p> <p>NEXT STEPS: Improve the processes, technology, training, staffing, and skills development of the Land Division Committee (ongoing).</p>	
	Exploring different ways of addressing community need	Work collaboratively with local municipal partners and stakeholders to address community need (i.e. shared multi-year accessibility plan, emergency management plan, County-wide infrastructure design standards)	Management Team	December 31, 2020	<p>Priorities: Ensure successful delivery of Fire Training/CEMC resource (<i>resuming soon</i>), Accessibility, Museums of Elgin Database, Engineering/Transportation Services (i.e. Phragmites), Healthy Communities Partnership, MTAG assessment review, etc.</p> <p>The County of Elgin has entered into a Shared Service Agreement with the Township of Southwold and the Municipality of West Elgin for the provision of Community Emergency Management Services.</p>	<p>Fire Training Officer/CEMC has been preoccupied with Elgin's Declared State of Emergency and COVID-19 response efforts. The former Fire Training Officer/CEMC gave notice in late 2020 and a new Fire Trainer/CEMC has been recruited to begin the week of February 22, 2021.</p> <p>Fire Training Work is anticipated to resume during the first quarter of 2021.</p>

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
						Work on the County-wide joint Accessibility Plan has recently continued and will be ongoing throughout 2021. This work is ongoing.
		Review best practices as per the service delivery review results	Management Team	December 31, 2020	<p>Focus on “modernization” of services – assess scalability of global innovative models of service from within and outside of the public sector.</p> <p>Research in this area continues and the best-practices analysis included in the Service Delivery Review will inform Elgin’s modernization initiatives.</p>	
		Explore shared services and other opportunities to partner with neighbouring/ regional municipalities (i.e. libraries, museums)	Management Team	<p>December 31, 2020</p> <p>Ongoing</p>	<p>Work together with neighbours, Western Ontario Wardens Caucus and beyond municipal borders to leverage resources and work collaboratively to find efficiencies and opportunities for shared services.</p> <p>Discussions with neighbouring municipalities including Chatham-Kent, Middlesex County and the City of St. Thomas for shared service opportunities is ongoing and will continue into 2021.</p> <p>Council decided to rejoin the South-Central Ontario Economic Region Economic Development Corporation in 2021 on a one-year trial basis. Elgin will work with other SCOR municipalities to advocate for transportation (rail), workforce development, and industrial development in our region.</p> <p>NEXT STEPS: Council prioritized a number of shared services opportunities with local and neighbouring municipalities:</p>	<p>Elgin confirmed municipal partner interest in the joint-Integrity Commissioner/Closed Meeting Investigator position. Contract for service renewed.</p> <p>The County facilitated the recruitment and on-boarding of a temporary Planner for West Elgin and Southwold.</p> <p>The County HR department facilitated the recruitment and hiring process for Bayham’s new CAO Clerk.</p>

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
					<ul style="list-style-type: none"> • Discussion with LMPs and development of an hourly HR consulting rate to be considered by Council in July/Aug 2021 • Work with St. Thomas Public Library to identify opportunities for partnerships and joint procurement • Investigate the possibility of a joint Economic Development Corporation with the City of St. Thomas • Investigate joint procurement in 2021 for possible implementation in 2022. 	
	Engaging with our community and other stakeholders	Improve corporate communications and engagement (*); develop a community engagement strategy and corporate communication plan.	Administrative Services	December 31, 2020 Ongoing	Key priorities include: <ul style="list-style-type: none"> • develop, coordinate, deliver and evaluate corporate communications and public relations strategies that advance the goals, priorities and policies of Elgin County Council and County services. • Engage Local Municipal Partners and staff by assessing pitfalls and opportunities as they pertain to internal/external communications. • Creating a clear avenue for public feedback, involvement in public information sessions, and project-specific communications including construction/Community Safety and Well-Being and Economic Development/Tourism and Planning. <p>Corporate communications temporarily shifted focus to COVID-19 in early 2020. Although COVID-19 communications remain important, project and</p>	<p>Corporate Communications and Engagement Coordinator job evaluation is underway. It is anticipated that recruitment for this position will commence during Q2 of 2021.</p> <p>Other priorities include creating a clear avenue for public feedback, involvement in public information sessions, and project-specific communications planning including construction/Community Safety and Well-Being Plan and Economic Development/Tourism and Planning.</p>

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
					<p>policy work in this area resumed mid-2020 and will continue into 2021.</p> <p>The County meets weekly with the CAOs of its Local Municipal Partners to ensure a coordinated approach to COVID-19 response and engage in two-way communication on a number of issues.</p> <p>Work has begun on developing and implementing project specific communications plans (Terrace Lodge Redevelopment, Transportation Master Plan, Budget Process, Official Plan Review, Service Delivery Review Progress, Strategic Plan Progress, CSWB etc.)</p> <p>Work has begun to integrate public and stakeholder feedback into as many processes as possible (Connectivity Survey, Internet Service Provider Survey, Budget Survey, Official Plan Review Survey, CSWB Survey, Community Grant Program Survey). Increased use of social media, website, media release, and video content (CSWB, Budget Process, Strategic Plan, Community Grant Program) has been implemented to engage the public virtually during a time when in-person meetings are not possible.</p> <p>Since March 2020, the CAO has sent a weekly COVID-19/Corporate Update to all users across the corporation in order to provide enhanced internal communication during the pandemic.</p> <p>NEXT STEPS: An RFP Process is underway to consider an Intranet system for internal communication purposes.</p>	

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		Provide input into and participate in current provincial modernization initiatives (i.e. Elgin Ontario Health Team, Emergency Health Services, Public Health modernization, Part III transfer)	Administrative Services, Financial Services	December 31, 2020	<p>Be leaders in the Provincial Offences Administration – Part III transfers (Spring 2020);</p> <p>NEXT STEPS: Subject to the approval of the County Solicitor as to final terms and conditions thereof, Council approved a proposed Part III and IX of the Provincial Offences Act (Ontario) Interim Transfer Agreement (February 9, 2020).</p> <p>Ontario Health Team application was submitted in December 2020.</p> <p>Participate in local, regional and provincial-led conversations re: Municipal Modernization Initiatives.</p>	Following a suspension of activities during a 6-month period of the pandemic, Ontario Health Team work resumed in early September 2020 and has involved the Chief Administrative Officer and Director of Homes and Senior Services.
Growing Elgin <i>To be the place where people want to live, work, and play.</i>	Planning for and facilitating commercial, industrial, residential, and agricultural growth	Develop a workforce strategy for existing staff that includes: <ul style="list-style-type: none"> a. Employee engagement and wellness strategy b. Robust Health and Safety Program c. Leadership Training d. Management Team Development 	Human Resources	<p>August 31, 2020</p> <p>Timeline adjusted as a result of the pandemic – efforts are ongoing.</p>	<p>Develop current complement of staff.</p> <p>Initiatives to support enhanced corporate training will be included in the 2021 Draft Operating Budget.</p> <p>Evaluate and support the activities of the Social and Events Committee.</p> <p>Social and Events Committee work was suspended from April – September. Golf Tournament and other social activities were cancelled as a result of the pandemic.</p> <p>The Committee planned a successful virtual trivia night for the Corporate Christmas Party.</p>	Link: Corporate Communications and Engagement

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
					<p>NEXT STEPS: Corporate wellness initiatives and staff engagement has been a focus during the pandemic and will continue into 2021. Staff development opportunities have shifted to online forums and have been limited as a result of the pandemic.</p> <p>Staff will continue to monitor the COVID-19 pandemic and how it may impact social activities and the annual Golf Tournament in 2021.</p>	
		e. Health human resources strategy, with a focus on recruitment and retention	Human Resources, Homes, Economic Development	December 31, 2020	<p>Focus on Long Term Care Homes recruitment and retention strategies, claims management, provide Council with options regarding benefits provider.</p> <p>NEXT STEPS: Following an intense period of HR COVID-19 response efforts, planning to support recruitment and retention strategies has recently resumed.</p> <p>Next Steps: HR, Director of Homes and Seniors Services and Administrators meeting monthly effective September 2020. Application submitted to Personal Support Worker ROS initiative (\$5000 grant for new hires – successful in obtaining 1 per Home). RecruitRight software implementation November 2020; additional contact with Colleges/Universities – increase in onsite student placements; staff education underway to improve culture, communication and teamwork at all 3 Homes – initiated October 2020 and will continue into 2021.</p>	<p>Plan for leadership vacancies (cross-training).</p> <p>Succession planning and planning for back-up positions to support key leadership positions is ongoing. Preliminary report presented to Council on October 27, 2020.</p> <p>Currently exploring video to promote working at 3 LTCHs; updates to website; job posting enhancements (branding); and exploring a Grow Your Own PSW program.</p>

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		f. Local labour/workforce gap analysis	Economic Development	September 30, 2020 (ongoing)	<p>Supplement existing workforce data with information obtained from the business community and Community Improvement Plan recipients to assess recruitment challenges in Elgin County.</p> <p>Two surveys were issued to the Business Community with content specific to their needs/concerns during the pandemic. The results of these two surveys provided direction and action items for the Elgin-St. Thomas Economic Resiliency and Recovery Taskforce.</p> <p>An Employer Needs Assessment for Recovery will be released soon (Elgin Middlesex Oxford Workforce Planning and Development Board). Additionally, an employment scenario analysis is currently being undertaken by the group, with a completion date of late 2020/early 2021.</p>	Staff provided a comprehensive update of workforce activities to Council at the February 9, 2021 meeting. This report included an appendix with the results from the Employer Needs Assessment Survey.
		g. Develop new community and professional partners and allies (i.e. involvement in Low German Networking Committee)	Community Services	December 31, 2020 This work was delayed as a result of COVID-19	<p>Provide County Council with a list of current community and professional partners and allies.</p> <p>NEXT STEPS: work is ongoing, it is anticipated that a list of current community and professional partners and allies will be presented to County Council by the end of 2021. This report will include an assessment of whether current and proposed community and professional partners and allies aligns with Strategic Plan and Operational Plan.</p>	
		Work with local municipal partners to identify serviceable industrial land and opportunities to	Management Team	December 31, 2020 Ongoing	<p>Find solutions to address infrastructure gaps that exist which are limiting development.</p> <p>NEXT STEPS: Continue to support the efforts of the Connectivity Committee.</p>	Connectivity Committee meets bi-weekly.

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		facilitate and promote development (i.e. Ford property, St. Thomas airport, job site challenge)			Explore opportunities for Local Municipal Partners to leverage the County's capacity for debt/loan program.	
		Explore how to link agri-business producers and buyers	Economic Development	November 30, 2020 Timeline revised to 2021.	Investigate and provide options (March 2020) to County Council regarding a "Made in Elgin" local food campaign. NEXT STEPS: Focus will be on a Farm to Buyer events (dependent on status of COVID-19). To support this event and other options, a Business Retention and Expansion survey for the agricultural sector will be conducted in 2021.	The department is promoting Support Elgin and buying local. The business directory was enhanced to reflect this. The department will work with engineering to generate a mapping component. The BR&E Survey and the event which would provide opportunities for local farmers to promote their products in the culinary industry as well as other farmgate opportunities, has been put on hold due to COVID-19.
		Complete a five-year review of the Official Plan	Administrative Services	Ongoing	Manager of Planning provided Council with an overview of legislative requirements and proposed timeline. Council approved an introductory report on the OP Review which set out timelines, tentative scope and communications/public engagement. The 2021 budget approved funds to hire a consultant to undertake updated population projections, employment information and land needs	Council has recommended that the RIPA Committee review an engagement plan for the Official Plan Review Process.

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
					A Special Public Meeting of Council to begin the OP Review process and solicit public comments regarding OP Priorities was held on February 25, 2021.	
		Evaluate the Community Improvement Program (CIP) and present options to Council	Economic Development	November 30, 2020 Timeline revised to Q4 2021.	<p>In December of 2020, The General Manager of Economic Development presented the results of the Elgincentives Survey and Meeting held with all County CAOs regarding the Elgincentives program. Council also reviewed options for the future of the program. Council received and filed the report in light of possible changes to Economic Development at the County of Elgin as recommended by the SDR.</p> <p>Council directed staff to proceed with status quo Elgincentives funding for 2021.</p> <p>NEXT STEPS: Staff will continue to work with Local Municipal Partners to conduct an ongoing review of the Elgincentives program to ensure program alignment with community need and will present alternatives to Council as part of the 2022 budget review process.</p>	Council directed staff to proceed with the Elgincentives program for 2021. Council will be required to provide direction, including whether there will be continued investment in this program in advance of the 2022 budget deliberations.
	Fostering a healthy environment	Create a staff working group to develop an annual plan that identifies ways to reduce the County's environmental footprint	Management Team	June 1, 2020 Committee efforts are ongoing.	<p>Council directed that a Council Committee be established.</p> <p>In January 2020, Council approved 2021 priorities for the Committee.</p> <p>NEXT STEPS: Staff support provided to Council's Environmental Committee on an ongoing basis.</p>	Elgin County Council established an Environmental Committee in August 2020.

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		Review the Woodlands conservation by-law	Administrative Services (Tree Commissioner)	May 30, 2020 September 2020 and ongoing	NEXT STEPS: Options for engagement related to the Natural Heritage Strategy presented to Council November 10, 2020.	Renew agreement for back-up with Middlesex County and review agreement with Kettle Creek Conservation Authority. (By Year End) Note: Woodlands Conservation By-Law Housekeeping Amendments underway. Will be presented to County Council in 2021. Opportunities for community engagement will be considered as part of the Official Plan Review and recommendations will be presented to Council.
		Assess roadside environments	Engineering Services	March 30, 2020	Evaluation of Road Maintenance Agreement regarding roadsides. Deliver a phragmites program. Report presented to County Council in April 2020. NEXT STEPS: All other work in this area is on-going. Continued annual program to be administered by County staff in collaboration with municipal partners.	
		Develop a Community Safety and Well-Being (CSWB) Plan	Administrative Services	December 31, 2020 July 2021	Lead the CSWB development process on behalf of Elgin, Local Municipal Partners and the City of St. Thomas.	Timelines for completion were extended to July 2021 as a result of COVID-19.

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
					NEXT STEPS & PROGRESS REPORT: Work is ongoing. Extensive stakeholder engagement has been underway throughout the process and Steering and Advisory Committee work to support the development of a CSWB Plan is ongoing.	
		Update the Cycling Master Plan	Engineering Services	Ongoing	NEXT STEPS: work is ongoing, preliminary report presented to County Council in April 2020. The completion of County Transportation Master Plan in 2021 will also include a focus on updating the County's Cycle Master Plan.	Using OTM Cycling Manual
	Enhancing quality of place	Work with local municipal partners and local businesses to identify opportunities to enhance the overall Elgin experience	Economic Development	December 31, 2020 Ongoing	Review Sponsorships/Grants programs Rural Initiatives and Planning Advisory Committee (RIPA Committee) revised the Community Grant Program (launched September 2020). NEXT STEPS: Survey applicants to determine if the process requires adjustment for 2022.	
		Support local municipal partners in their efforts to create affordable housing	Administrative Services	December 31, 2020	NEXT STEPS: It is anticipated that municipalities will switch focus back to affordable housing in the coming months. Currently the OP contains policies on affordable housing and Planning would like to initiate a Housing Affordability Study in the coming years budget consideration in 2022.	Link to County Official Plan review and Economic Development Dept.

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		Explore private partnerships, inter-municipal strategies, and other options for a county-wide transit solution	Administrative Services	December 31, 2020	<p>Regional Transit Pilot (next steps)</p> <p>NEXT STEPS: CAO to request an update from City Manager.</p> <p>Explore options for funding/feasibility</p>	Link to Economic Development Dept.
		Develop a business case with private providers to ensure wider access to reliable, affordable internet	Administrative Services	<p>December 31, 2020</p> <p>Ongoing</p>	<p>Connect with businesses to identify gaps in service and opportunities for joint ventures.</p> <p>Host Local Internet Summit – December 2020.</p> <p>NEXT STEPS: Continue to support Council's Connectivity Committee in their efforts to resolve Elgin's connectivity challenges.</p> <p>NEXT STEPS: Opportunities to advocate for additional funding and to support local telecommunication providers in their applications for government funding will be presented to County Council.</p>	<p>SWIFT investment</p> <p>Link to Economic Development Dept.</p>
		Establish a local Economic Development Committee as a committee of County Council	Administrative Services	<p>July 1, 2020</p> <p>Q2/Q3 2021</p>	<p>NEXT STEPS: The County is currently exploring a joint Economic Development Corporation with the City of St. Thomas. The outcome of this investigation will affect the decision to establish an economic development committee. Staff will follow Council's direction.</p>	

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
Investing in Elgin <i>To make responsible financial decisions.</i>		Terrace Lodge Redevelopment	Building Working Group	<p>Summer 2020</p> <p>Efforts are ongoing</p> <p>Breaking Ground and Campaign launch milestones tentatively scheduled for December 1, 2020.</p> <p>Construction on TL Redevelopment began the week of February 22, 2021.</p>	<p>Link to Terrace Lodge Fundraising Committee.</p> <p>Supported Building Committee's event to "Break Ground" December 2020 and Fundraising Committee's campaign launch. Updated operational plan submission (October 2020) incorporating approved Infection Prevention and Control changes (enhanced dining, oxygen storage, negative pressure capabilities, locker rooms, etc.).</p> <p>Installed road sign for fundraising committee, continuous refinement of tool to track donations and pledges, developed process for collecting cash/cheque donations from Fundraising Committee.</p> <p>Construction Activity began at Terrace Lodge the week of February 22, 2021.</p> <p>NEXT STEPS: Continue to communicate with the public and media regarding the redevelopment.</p> <p>Support the Fundraising Committee's campaign efforts.</p>	
		Undertake a corporate facility condition assessment	Engineering Services	December 31, 2020	<p>Complete a Facility Condition Assessment as an extension of the Asset Management Plan.</p> <p>Facility Condition Assessment / Asset Management Plan presented to and endorsed by Council in December 2020.</p>	

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		Implement GIS service provision to all County departments, with the opportunity to support local municipal partners and agencies	Engineering Services	April 30, 2020	<p>May 2020 update: GIS Coordinator hired. County Engineer continues to explore opportunities to work collaboratively with local municipal partners with respect to GIS services.</p> <p>Phase 1 – Implementation of updated GIS Enterprise License ESRI software to be undertaken Q1 2021 in collaboration with Malahide staff and County IT.</p> <p>Phase 2 – Re-establishment of Elgin Mapping GIS Working Group in 2021 to seek interest in expanded service product provisions (i.e. asset inventory data collector, computerized maintenance management system, etc.)</p>	
		Construct a new Port Bruce bridge	Engineering Services	December 31, 2020	Imperial Road Port Bruce Replacement construction was substantially completed by the end of 2020 and was reopened to the public on December 18, 2020.	
		Rehabilitate the King George VI lift bridge	Engineering Services	May 31, 2021	NEXT STEPS: Brian – Project continues to progress on schedule and is contractually stipulated to be completed by May 31, 2021.	
		Leverage technology to streamline and enhance service delivery, including:	Management Team Engineering Services	December 31, 2020 April 30, 2021	Consider: Agenda/meeting software; HR/Recruitment software; intranet, records management software, Artificial Intelligence.	

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		a. Explore the implementation of artificial intelligence facility management software			Facilities Management exploring potential phased implementation of Johnson Controls' Enterprise Management (JEM) equipment module cloud hosted software license, first as part of the TL Redevelopment Project. An RFP has been issued for intranet software. This will be brought forward for Council's consideration in Q1.	
		b. Complete an information technology strategy	Financial Services	June 30, 2020	Equipment replacement schedule still outstanding. NEXT STEPS: IT Team Goals have been mapped to Council Strategic Plan Objectives. Projects have been identified by IT and the management team to support the objectives. Preliminary prioritization of projects is currently in progress and will be finalized by the new Director of IT Services.	
		Plan for vacant space at 450 Sunset and other corporate facilities	Administrative Services	September 1, 2020	Assess internal and partner needs for space (including storage) Awaiting completion of Engineering Services / Planning office suite renovations to realize new third floor suite available for lease opportunity in 2021.	Work has been completed
		Conduct a corporate policy review	Administrative Services	December 31, 2020	Inventory and categorize all corporate/departmental policies. Develop a schedule for review. NEXT STEPS: Work has commenced and will be ongoing throughout 2021.	
		Seek sources of revenue and funding	Management Team	December 31, 2020		

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		to support and enhance programs, services, and infrastructure			NEXT STEPS: staff continue to focus on general sources of funding/revenue as well as any COVID-19 relief funding that is currently available or anticipated. Investigate alternative debt amortization schedules.	
		Modernize the budget process and financial reporting to enhance accountability and transparency	Administrative Services/Financial Services	June 30, 2020 (adjusted to August 2020) 2021 Budget approved on February 9, 2021.	Budget Committee feedback informed a new budget review process. Revisions include enhanced public engagement and general improvements to accountability and transparency. Adjust the budget documents as Council approves Service Delivery Review initiatives. NEXT STEPS: Utilize budget documents as approved by Budget Committee to promote the approval of the budget and items contained within to the public and County stakeholders. Continue to consult the Budget Committee as needed throughout 2021. Begin preparation for the 2022 Budget Process.	
	Delivering mandated programs and services efficiently and effectively	Further develop and implement the Asset Management Plan	Engineering Services, Financial Services	December 31, 2020	Draft Facility Condition Assessment / Asset Management Plan anticipated to be presented before and requiring endorsement by Council in December or January.	

Strategic Priorities and Goals	Objectives	2020 Actions	Departmental Lead	Timelines	Objectives & Deliverables	Notes
		Implement opportunities for savings as identified in the service delivery review and other areas (i.e. employee benefits, claims management)	Management Team	June 1 to December 31, 2020 Ongoing.	Council selected priority Service Delivery Review recommendations to be investigated and/or implemented in 2021. Staff will follow Council's direction regarding recommendations.	
		Create a ten-year Master Plan for Emergency Medical Services	Administrative Services	November 1, 2020	NEXT STEPS: It is recommended that this be deferred for consideration in 2021 once Provincial Modernization Initiatives and consultation resume.	
		Implement best practice guidelines through the Best Practice Spotlight Organization (BPSO) at long-term care homes	Homes	March 31, 2020 and ongoing Revised to September 2020 to December 31, 2020.	Next Steps: BPSO project work monthly meetings resumed September 2020. Training of staff virtually continues: Best Practice Guidelines Coordinator highly supportive and understanding of COVID related challenges – gap analysis and policy work completed in preparation of rollout of project work.	



REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: March 3, 2021

SUBJECT: COVID-19 Emergency Team Planning –
February Update

RECOMMENDATION:

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.

INTRODUCTION:

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

DISCUSSION:

On February 16, 2021, the provincial stay-at-home order was lifted. The Southwestern Public Health (SWPH) Region returned to the Red-Control Level of the COVID-19 Response Framework, and on March 1, 2021, the SWPH Region progressed to the Orange-Restrict Level of Ontario's COVID-19 Response Framework.

As a gradual reopening occurs, these next few weeks will be crucial to stopping the spread of COVID-19 in our community. Following all public health recommendations remains of vital importance in order to keep ourselves and our loved ones safe and healthy. Elgin County continues to monitor the situation and will make gradual adjustments to service delivery while keeping the safety of staff and residents our top priority.

The Administration Building continues to be open by appointment for essential services only. The Provincial Offences office has been closed to the public since January 4, 2021. Ticket payments can be made online, by phone, or mail. All ten Elgin County Library branches continue to offer Curbside Pick-Up services and will transition to Curbside Plus services in the coming weeks. The Museum and Archives were closed to the public for the

duration of the stay-at-home order and will reopen to the public with strict safety protocols in place.

FINANCIAL IMPLICATIONS:

Ongoing – See the attached Financial Services summary.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders. 	<ul style="list-style-type: none"> <input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input type="checkbox"/> Enhancing quality of place. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

The Management Team continues to work with the County's Local Municipal Partners to address community needs. For more information on coordination with the local municipalities, see the attached "Emergency Management Team Planning Chart."

COMMUNICATION REQUIREMENTS:

The Emergency Management Team will continue to provide monthly updates to County Council.



CONCLUSION:

The Emergency Management Team continues to work together to ensure that essential County services and the COVID-19 response are properly resourced; to identify and manage resourcing and staffing issues; to support County Council, Municipal Partners, community and stakeholders; and to support staff to be well. The attached “COVID-19 Emergency Management Team Planning Chart” summarizes the County’s COVID-19 response.

All of which is Respectfully Submitted

Julie Gonyou

Chief Administrative Officer

COVID-19 Emergency Management Team Planning

February 2021

Administration – Legislative Services, County Council, and Warden

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

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
Warden declared State of Emergency (Saturday, March 21, 2020)	CAO drafted joint media release re: declaration; email to staff; posted to website.	November 23, 2020 – Legislative Services Coordinator was temporarily reassigned to help with staff testing at the County's LTCH.	Future Staffing Challenges (Long-Term Care Homes) Business Support	CAO weekly meetings with Western Wardens CAOs.	County-wide Emergency Operations Centre meetings (monthly) Regular meetings with the Elgin County Administrators Group Coordinated the development of a County-wide face covering by-law

Administration – General

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

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
December 26, 2020 - Closure of 450 Sunset (County Administration); as well as 480 Sunset (Provincial Offences Administration). County Administration Building open for essential business by appointment only. Recruited a temporary full-time administrative assistant to screen visitors on arrival and to greet and direct visitors to the department or tenant they are seeking.	"COVID-19" updates sent to ALL USERS/COUNCIL each week Emergency Management Team meetings by Webex at 3:00 pm held one (1) time per week - Standing agenda utilized, round table December 10, 2020: Drafted a COVID-19 Safety Plan in compliance with O.Reg.6364/20: RULES FOR AREAS IN STAGE 3. Posted the Safety Plan in all workspaces.	Return to work practices (Administration, libraries, Heritage Centre, and Provincial Offences Administration)	Participated in meetings with Southwestern Public Health to plan the vaccine roll out and the establishment of local vaccination clinics.	Ongoing

Majority of staff sent home as of December 26, 2020	<p>December 11, 2020: Issued a staff survey to give the corporation an idea of how its employees are doing as the pandemic continues.</p> <hr/> <p>December 22, 2020: Drafted and sent out a staffing plan in response to the provincewide shutdown.</p> <hr/> <p>January/February 2021: Coordinated the development and implementation of email to text notifications for LTCH staff to notify them in the case of a new outbreak in one of the Homes</p>			
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Administration – Planning

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

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

Administration – Legal

Leads: County Solicitor & County Prosecutor

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/Stakeholders	Coordination with Local Municipal Partners
<p>By-laws:</p> <p>Amendment to Procedural By-law to allow for electronic participation [By-law No. 20-14];</p> <p>Prepared Declaration of State of Emergency;</p> <p>By-law to rescind the 2009 Pandemic Plan [By-law No. 20-16];</p>	Participating in daily Emergency Management Team meetings;		<p>Municipalities setting up their own childcare facilities;</p> <p>By-law amendments to address new regulations and restrictions.</p>	Ongoing	Ongoing

<p>By-law: Delegation of Authority [By-law No. 20-15];</p> <p>By-Law to Amend By-Law No. 18-35, as a By-Law to Prescribe Procedures for Governing the Calling, Place, and Proceedings of the Elgin County Land Division Committee [By-law No. 20-19];</p> <p>By-law to Amend By-law No. 19-40, Being a By-law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the County of Elgin [By-law No. 20-20]</p> <p>By-law No. 20 – 38, Being a By-Law to temporarily require the use of face coverings and related health protection measures within enclosed public spaces during the COVID-19 Pandemic</p> <hr/> <p>Counsel provided:</p> <p>Construction Hold-Back release; Tenant Lease Relief</p> <p>Continuing to monitor and advise Management Team of legal risks/challenges associated with COVID-19 (employment matters, etc).</p> <p>Reviewed and provided information re: orders in Council and regulations; negotiated termination of the TL Pool with YMCA; preparing suspension documents for MOW agreements; advised LMP CAOs of matters of relevance to local jurisdiction (including enforcement);</p> <p>Monitored POA administration restrictions/regulations.</p> <p>Drafted a memo regarding "Temporary New/External Patios – Conditions for Approval" for Council and prepared agreements for patios encroaching on County Road Allowances</p>			Continue to monitor and provide advice; Contract frustration is a significant issue (options termination or suspension)		
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Administration – Emergency Management

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

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners	Legislative/ Legal
<p>Declaration of State of Emergency (Saturday, March 21, 2020)</p> <hr/> <p>EOC Virtual Activation April 2, 2020</p>	<p>Elgin Emergency Management Team Meetings</p> <hr/> <p>IMS 201 Briefing by Warden at EOC meetings</p>	<p>Operating virtual County Emergency Operations Centre (EOC) with involvement of 25 - 35 participants.</p>	<p>South Western Public Health (SWPH) teleconference with municipalities (weekly)</p> <hr/>	<p>Chief Administrative Officer (CAO) & Community Emergency Management Coordinator (CEMC) meetings with local municipal partners</p>	<p>Provincial EOC (PEOC) teleconferences</p> <hr/> <p>Routine reporting to Emergency Management Ontario (EMO)</p>

	<p>EOC meeting agenda</p> <hr/> <p>IMS 1001 Incident Action Plan when actionable items identified during EOC meetings.</p>		<p>SWPH Health Systems EOC meetings</p> <hr/> <p>Assist with LHIN/LTCH/RH evacuation planning</p> <hr/> <p>Temporary Foreign Workers Planning Group</p> <hr/> <p>Canadian Armed Forces Liaison Officer – weekly update teleconference</p> <hr/> <p>Covid-19 Vaccine Advisory Committee (CVAC) Meetings</p>	<p>(Largely replaced by EOC and MSPG - only as needed)</p> <hr/> <p>Emergency Operations Centre (EOC) virtual meetings with Elgin's Emergency Control Group + key LMP & incident partners (STEGH, C.A.F., Police, etc.)</p>	
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Administration – Economic Development

Leads: Chief Administrative Officer

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
The timing of meeting Council's strategic economic development objectives will need to be adjusted.	<p>Providing support for the Elgin's business community. Responding to enquiries, helping guide them through the various resources that will assist them during this time.</p> <hr/> <p>The Elgin-St. Thomas Economic Resiliency and Recovery Taskforce met on November 19th. Member organizations continue to strive to meet the Taskforce priorities with attention being on recovery as all members move forward as a collective to meet the needs of the local business community and those key sectors that comprise the Elgin-St. Thomas economy.</p> <hr/> <p>The General Manger of Economic Development is part of</p>	Economic Development Coordinator and Tourism Coordinator returned full-time to department.	General Manager position currently vacant and gapped. CAO overseeing department.	<p>Elgin Business Resource Centre; Elgin-St. Thomas Small Business Enterprise Centre</p> <hr/> <p>St. Thomas Chamber of Commerce, Elgin-St. Thomas Small Business Centre, Aylmer and Area Chamber of Commerce, Elgin Business Resource Centre, the Port Stanley BIA, WOWC, EFA, Ministry of Economic Development, Workforce Planning Board, Ontario Commercial Fisheries Association; local municipal partners</p>	<hr/> <p>All local municipal partners are on the taskforce</p> <hr/>

	<p>an advisory committee led by the Elgin Middlesex Oxford Workforce Planning and Development Board (EMOWPDB) to address labour market issues resulting from COVID-19. The Employer Needs Survey was finalized, and promotion began.</p> <hr/> <p>Currently, promoting local businesses that are open on the department's social media platforms to encourage residents to shop and support local enterprise. Business can now submit their own listing to: http://www.progressivebynature.com/SupportElgin</p> <hr/> <p>The joint marketing campaign with St. Thomas to promote "So Much More Life" continues.</p>			<p>Workforce Planning and Development Board, City of London, London Economic Development Corporation, Community Employment Services, Tillsonburg Multi-Service Centre</p> <hr/> <p>Elgin-St. Thomas Home Builders, St. Thomas Chamber of Commerce, St. Thomas Economic Development Corporation, residential developers.</p>	
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Administration – Tourism

Leads: Chief Administrative Officer

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners	Legislative/ Legal
	<p>Partnered with the Southwestern Ontario Tourism Corporation to promote webinars to provide guidance to help tourism businesses during the recovery period.</p> <hr/> <p>Continuing to promote local businesses that are open on the department's social media platforms to encourage residents to shop and support local enterprise. Business can now submit their own listing to: http://www.progressivebynature.com/SupportElgin</p> <hr/>			SWOTC DMO meetings (1)		

Human Resources

Leads: Director of Human Resources and Manager of Human Resources

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners	Legislative/ Legal
HR/Accessibility staff are maintaining all normal functions as well as remaining abreast of constantly changing COVID-19 measures and protocols.	<p>Provide relevant input for weekly consolidated all-staff memo.</p> <p>Communicate changes to the COVID-19 Provincially mandated workplace measures through Management Team.</p> <p>Human Resources team continues to have weekly video team meetings to ensure all critical work is complete and modifying work plans to assist the team members where needed.</p>	HR manages, facilitates and monitors corporate re-assignments. While all service areas are currently functional, limited Library staff are continuing to assist in the Homes (under the Provincial Emergency Orders – once Orders are lifted, staff will not be able to continue re-assignment hours)	<p>HR staff have been focused on Homes and corporate wide recruitment; recruitment volume has continued to be very high.</p> <p>HR staff are maintaining a hybrid of remote work and limited in-person HR office coverage. Maintaining workforce flexibility as we navigate constantly changing requirements.</p> <p>HR staff are extremely busy attempting to keep all normal services flowing while managing the additional workload that the evolving COVID-19 situation demands.</p>	Continued collaboration with surrounding municipal human resources and LTCH colleagues.	Collaborate, assist and share information upon request.	HR staff continue to attend legal and municipal specific webinars related to COVID-19 and new legislation to ensure appropriate application at Elgin County.

Finance – Payroll

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

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
<p>Preparing pandemic payments to Homes staff and screeners</p> <hr/> <p>TL Redevelopment redesign for COVID</p> <p>Broadband committee support</p> <p>TL Donation Committee Support</p>	<p>Will be issuing two payments on separate cheques from normal payroll. The separate cheques have been well received by the union as it reduces tax withholdings. One payment was made in July and another in September</p> <hr/>	<p>Lisa working from home</p> <hr/> <p>Jen and Matt working predominately from home with one day a week in the office</p> <hr/>	<p>Lower interest rates are providing an opportunity for Council to lock into lower rates for debentures.</p> <hr/> <p>Audit being performed remotely - completion has been delayed but will be presented together with the FIR to Council in September</p> <hr/> <p>Continuing to tracking wages and costs associated with COVID</p> <hr/> <p>Need to develop plans to fully utilize the \$1.3 million phase 1 SRF funding and future projects for potential phase 2 funding</p> <hr/> <p>Worked with consultant on phasing plan to allow construction to begin during pandemic. Preparing documents for RFQ.</p> <hr/> <p>Develop reporting tools for TL Donations committee</p> <hr/>	<p>Discussions with County treasurers on Levy penalty and interest strategies: Wellington offering 60 days starting June 30; Essex 30 days; Elgin 90 days on current arrears</p> <hr/> <p>Requested MMAH investigate Education Levy Timing Relief. Letter from Alan Doherty on March 25 delaying June and Sept payments by 90 days and postponing 2021 property tax reassessment</p> <hr/> <p>MFO Conference calls on Property Tax Challenges for Finance during COVID 19</p> <hr/> <p>Pandemic pay – worked with Homes, HR; participating in webinars from AMO, Hicks Morley and AdvantAge to determine exact rules on payment eligibility and requirements</p> <hr/>	<p>Discussion with local treasurers: Aylmer - 16 days; West Elgin - 30 days; Dutton/Dunwich - 90 days, starting May 29; Central Elgin deferred until June 15 (considering low interest rate thereafter); County approved 90-day deferral on current arrears that LMPs are experiencing; overall first installment collections have been about 90%</p> <hr/> <p>Elgin's second installments have had only 10% arrears.</p> <hr/>

Finance – IT

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

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners	Legislative/ Legal
<p>Preparing POA for video court sessions</p> <p>Setting up video conferencing equipment in Board Rooms and Council Chambers</p> <p>Worked with consultant to develop an employee screening tool to allow staff to resume in-person operations</p> <p>Developing a TL Redevelopment donation tool for use by the Donation committee</p> <p>TVDSB SSIDs set up at various County buildings to support remote student learning</p>		<p>Two employees are rotating to support reception in the lobby of the Admin Building completed Sept 4.</p>	<p>Made in Elgin Broadband – SWIFT solution will only address 23% of last mile connectivity; need to develop further solutions; virtual conference with ISPs to be held in the fall; working with Cisco to identify solutions</p> <p>Update staff's COVID screening tool</p>			

Finance – Provincial Offences Administration

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

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Legislative/ Legal
<p>In-person court sittings postponed through Oct 19. Letters to be sent for all matters awaiting court hearings.</p> <hr/> <p>In-person ticket payments began July 6. Ticket volumes are nearing pre-COVID levels.</p> <hr/> <p>Limitation period timelines extended to Dec 1</p> <hr/> <p>Early resolution guilty pleas will continue via audio conference</p> <hr/> <p>Remote hearings will expand to include guilty pleas, withdrawals, judgment delivery, first appearance and adjournments</p> <hr/> <p>Matters affecting licenses deemed emergency matters</p>	<p>Signage and traffic flows established to ensure safety of people entering the court house</p> <hr/> <p>Had notifications on County Website and Social Media Updated.</p> <hr/> <p>Still responding to many incoming phone calls for ticket payment and hearing inquiries</p> <hr/> <p>Notices sent to defendants as ICON updated of new court date, and have been resent with the third postponement.</p>		<p>Rescheduling matters, some matters rescheduled for third time. Ensuring matters are set on first possible date available. Ensuring matters are set with Officer Availability.</p> <hr/> <p>Future court days will be heavy</p> <hr/> <p>Increase in telephone and email inquiries and payments as ticket volumes return to normal. Support of Homes and an employee on leave have resulted in backlog. Homes support completed in July and employ to return from leave beginning in Sept. With manpower returning to POA, backlog of tickets and calls is being addressed.</p> <hr/> <p>Elgin will be a pilot location for Part III transfer from province.</p> <hr/> <p>Testing video trial equipment and processes</p> <hr/> <p>Following up with MAG on mask standards</p> <hr/> <p>Developing plans for by appointment in-person ticket payment</p>	<p>Crown, Prosecution Agents, Lawyers, Enforcement, Defendants, Sharing best practices with other municipal courts.</p>	<p>Ministry of the Attorney General, Associate Chief Justice, Ontario Court of Justice, Senior Associate Justice of the Peace, Regional Senior Justice of the Peace, Local Administrative Justice of the Peace.</p>

Engineering Services – Corporate Facility Services

Lead(s) – Director of Engineering, Manager of Corporate Facilities, and Building Technologist

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Lead(s)	Coordination with Local Municipal Partners	Legislative/ Legal
Quantified and sought quotations (May 13, 2020) to install touchless accessible door operators for all County facilities with the exception of EMS stations and Whites Station.	Building tenants and County staff will be notified by email correspondence in advance of upgrades being completed.	N/A	Increasing demand with limited supply.	Coordination with corporate tenants and County staff.	Brian Lima/Cole Aicken	N/A	N/A
Posted additional COVID signage (May 18, 2020) within lunchrooms and at all facility entrance of the County Administration building, POA, and Heritage Centre.	Consultation with departmental directors to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Plexiglass protective barrier provisions ordered (May 20, 2020) for County Administrative Building, and POA.	Consultation with departmental directors to identify requirements.	N/A	Increasing demand with limited supply.	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
As requested by Graham Scotts Enns staff, seeking quotation (May 21, 2020) to install touchless door internal suite door operating video intercom solution.	Consultation with building tenant to identify requirements.	N/A	N/A	Coordination with corporate tenant.	Brian Lima	N/A	N/A
Completed replacement of one rooftop ventilation units at Bobier Villa and Elgin Manor (May 21, 2020).	Coordinated in consultation with Homes administrators and communicated to respective staff following acknowledge by Ministry of Long-Term Care.	N/A	N/A	Coordination with Homes staff and Ministry of Long-Term Care.	Cole Aicken	N/A	Essential maintenance/capital works permitted in the interim.
Additional Sanitizing wipes ordered (May 25, 2020) for all County library for upcoming staff use.	N/A	N/A	Increasing demand with limited supply.	No	Brian Lima/Cole Aicken/Mike Hoogstra	No	N/A
Conducted facility inspection of County library spaces (May 26 th and 28 th , 2020 to determine	Consultation with Director of Community and Cultural Services to identify requirements.	N/A	Increasing demand with limited supply.	Coordination with Director of Community and Cultural Services.	Brian Lima/Cole Aicken	Yes	N/A

plexiglass protective barrier provisions.							
Sought and received quotation (May 27, 2020) from contract facility cleaners to increase facility cleaning provisions to twice daily.	Increased cleaning provision will be communicated in advance of corporate facilities being reopened.	N/A	N/A	Coordination with contracted cleaners	Brian Lima	No	N/A
Continue undertaking completion of all other essential corporate facility capital projects.	Ongoing preparation of all capital project designs and contracted service procurement in anticipation of future award.	N/A	Completion of all essential projects expected to be completed by year's end. Deferral of all other projects to 2021 may be required and can be expected to result in increased costs.	Coordination with corporate tenants required (project specific)	Brian Lima/Cole Aicken	No	N/A
Posted additional COVID signage (June 15, 2020) within lunchrooms and washrooms of the County Administrative building, Heritage Centre and POA.	Consultation with departmental directors to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Painted sidewalks with additional COVID signage (June 25, 2020) around the Home at Bobier Villa & Elgin Manor.	Consultation with Home Administrator to identify requirements and locations for signage.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Posted additional COVID signage (June 25, 2020) throughout the County Administrative building to remind everyone to maintain 6 feet.	N/A	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Plexiglass protective barrier installed (June 15, 2020) at the County Administrative Building, Heritage Centre and POA.	Consultation with departmental directors to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	N/A	N/A
Exterior Sidewalk signage and Interior physical distancing floor signage installed (July 2, 2020) at Terrace Lodge.	Consultation Homes directors to identify requirements.	N/A		Coordination with Homes staff and Ministry of Long-Term Care.	Cole Aicken	No	N/A
Installed 'Check-in at Front Lobby' signs on all public entry points (July 6, 2020)		N/A		Coordination with corporate tenants and County staff.	Brian Lima	No	N/A

at the County Administrative Building.							
Install signage in W/Rs (1-person entry & Out of Order) (July 8, 2020) at the POA Courthouse.	Consultation with Director of Finance and review of updated MAG Standards to identify requirements.	N/A		Coordination with Corporate facility staff.	Brian Lima	No	N/A
Turn off fountain - bottle fill still operable (July 8, 2020) at the Heritage Centre & POA Courthouse.	Consultation with Director of Finance and review of updated MAG Standards to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima / Cole Aicken	No	N/A
Installed physical distance floor signage in Council Chambers & Removed excess chairs (July 10, 2020) at the County Administrative Building.	N/A	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima / Cole Aicken	No	N/A
Installed physical distance floor signage & Removed excess chairs (July 10, 2020) at the POA Courthouse.	Consultation with Director of Finance and review of updated MAG Standards to identify requirements.	N/A	N/A	Coordination with Corporate facility staff.	Brian Lima / Cole Aicken	No	N/A
Installed card access door release buttons (July 10, 2020) for ES/FS Reception, AS/ HR Reception, CE First & Basement Reception Doors.	Consultation with departmental directors and Central Elgin to identify requirements.	N/A	N/A	Coordination with corporate tenants and County staff.	Brian Lima / Cole Aicken	Yes	N/A
Additional Sanitizing wipes ordered and arrived (August 25, 2020) for all County staff use.	N/A	N/A	Increasing demand with limited supply.	No	Brian Lima/Cole Aicken/Mike Hoogstra	No	N/A
Install Washroom Maintenance Logs in all W/Rs (August 21, 2020) at the County Building, ECHC, and POA Courthouse.	N/A	N/A	N/A	Coordination with Corporate facility staff and Cleaning Contractor.	Brian Lima/Cole Aicken	No	N/A
Plexiglass protective barrier installed (Jan 29th, 2021) at the County Administrative Building (HR and CS reception desks).	Consultation with departmental directors to identify requirements.	N/A	Increasing demand with limited supply.	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	No	N/A

Completed installation of touchless accessible door operators (Jan 18 th , 2021) for all County facilities with the exception of EMS Station, Elgin Manor, and Whites Station.	Consultation with departmental directors and notice was sent to all building tenants.	N/A	Increasing demand with limited supply.	Coordination with Corporate facility staff.	Brian Lima/Cole Aicken	No	N/A
Sought (3) quotations (Jan 8, 2021) to install touchless faucets for Terrace Lodge and Bobier Villa. Gave go ahead to proceed. Contractor to install in February.	Consultation Homes Directors and Management	N/A	Increasing demand with limited supply.	Coordination with Homes Management and Corporate facility staff.	Brian Lima/Cole Aicken	No	N/A
Plexiglass protective barrier for dining room tables installed (Jan 29th, 2021) at the all three County Homes	Consultation Homes Directors and Management	N/A	Increasing demand with limited supply.	Coordination with Homes Management, Maintenance Staff, and Corporate facility staff.	Brian Lima/Cole Aicken	No	N/A
Touchless faucets installed (February 19 th , 2021) at Bobier Villa (95% complete).	Consultation Homes Directors and Management	N/A	Increasing demand with limited supply.	Coordination with Homes Management, Maintenance Staff, and Corporate facility staff.	Brian Lima/Cole Aicken	No	N/A
Plexiglass protective barriers installed (February 2, 2021) at the County Administrative Building (ES Reception Desk) and POA Courthouse (Courtroom new wall).	Consultation with departmental directors to identify requirements.	N/A	Increasing demand with limited supply.	Coordination with Corporate facility staff and POA Management staff.	Brian Lima/Cole Aicken	No	N/A

Engineering Services – Transportation Services

Lead(s): Director of Engineering Services and Deputy Director of Engineering Services

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Lead(s)	Coordination with Local Municipal Partners	Legislative/ Legal
Ongoing contract administration of all essential and/or awarded capital projects (ie. Port Bruce Bridge Replacement, King George VI Lift Bridge Rehabilitation, Wonderland Road Reconstruction, Village of Sparta Reconstruction, St. George Street Bridge Rehabilitation, Warren Street Intersection Improvements, Asphalt Crack Sealing, Cold In-Place Recycling with Expanded Asphalt Material, and Granular 'A' Shouldering,)	Issue supporting resident/stakeholder notices, update project websites, and provide weekly progress updates.	None	Disruption of materials and isolated skilled labour.	Coordination with affected or participating member municipalities (project specific)	Brian Lima/Peter Dutchak	Yes	O.Reg. 73/20 - Emergency Management and Civil Protection Act, R.S.O. 1990 c. E.9, issued (March 20, 2020)
Ongoing procurement of all non-essential capital projects.	Ongoing preparation of all capital project designs, environmental assessment, and tender preparation for future issuance (ie. Centennial & Elm MCEA, Wonderland Road / Hwy #3 MCEA, Meeks Bridge MCEA, Village of Rodney Reconstruction)	None	Decreased contractor competition in 2021 as a result of expected province wide municipal projects.	Coordination with affected or participating member municipalities (project specific)	Brian Lima	Yes	N/A

Community and Cultural Services

Leads: Director of Community and Cultural Services

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Lead(s)	Coordination with Local Municipal Partners
Communications <ul style="list-style-type: none"> Website support Social media feeds Live Chat 	Website support (e.g. posting of news releases, procedures for library services) <hr/> Live Chat service through library website <hr/>	Team consists of Director, Library Coordinator and Branch Supervisor with and social media support from Library Programs manager.			Brian Masschaele	

	Regular postings to social media channels					
Library curbside service at all 10 branches	<p>Continuation of curbside service only as a result of provincial lockdown / stay at home order and planning for return to Curbside Plus (interior opening) anticipated for week of March 8th</p> <hr/> <p>Revision of safety plan in anticipation of Curbside Plus service</p> <hr/> <p>On-going provision of PPE supplies</p> <hr/> <p>Further implementation of technology upgrades, including touchscreens</p> <hr/> <p>Review of safety plans by SWPH</p>	Director, Library Coordinator and Supervisors.	Maintaining physical distancing relative to size of spaces, monitoring service levels relative to provincial framework		Brian Masschaele, Natalie Marlowe and Library Supervisors	<p>Safety and maintenance activities with LMPs</p> <hr/> <p>Regular communication with LMPs regarding hours, safety protocols</p>
Maintenance and delivery activities	<p>Branch repairs at Straffordville. 2021 Project planning</p> <hr/> <p>Paystubs and petty cash bags to/from homes</p> <hr/> <p>Transiting new library materials</p> <hr/> <p>Transiting holds / loans between library branches</p>				Brian Masschaele and Natalie Marlowe	
Homes staffing support	5 staff on partial redeployment. Further hours assigned to support in-house COVID testing and screening.	Library Assistants			Brian Masschaele	
Maintenance of on-line resources, e-books, physical collections	<p>Adding new titles for remote access</p> <hr/> <p>Expansion of library on-line databases and apps</p> <hr/> <p>Discard of library materials with the Ministry of the Solicitor General.</p> <hr/> <p>Resident library card maintenance and renewals</p>	Library Coordinator			Natalie Marlowe	
Resident Wi-Fi services	<p>Monitoring of usage at each branch</p> <hr/> <p>Promotion of service</p>	Library Supervisors			IT and Library Supervisors	
Museum and archives service planning, collection processing	Processing or backlogged material	Manager of Museum and Archives			Mike Baker, Gina Dewaele.	

and response to public enquiries	<p>Closure of facilities to public and continuation of virtual services as a result of provincial lockdown / stay at home order, planning for anticipated re-opening week of March 8th</p> <hr/> <p>Response to on-line research enquiries and donations</p> <hr/> <p>Virtual reality project planning and database upgrades</p>				Amber Mandich, Ally Shelly, 2 summer students	
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CORRESPONDENCE – March 9, 2021

Items for Consideration – (Attached)

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

From: Elgin County [REDACTED]

Sent: March 1, 2021 11:35 AM

To: Katherine Thompson [REDACTED]

Subject: New message from "Elgin County"

Name: Margaret McCullough

Email [REDACTED]

Message: Hello Warden Marks and council, I am most concerned and disappointed about the lack of protection for companion animals in Canada. The consequences of this are being exacerbated by the huge demand for puppies because of the pandemic. Our laws regarding the conditions animals can be kept in are outdated and need strengthening. These living conditions as proposed by the Humane Society of Canada and the SPCA need to be actually stated in the criminal code. Other countries such as New Zealand, Finland and the UK have recently done this. I would also ask that anyone breeding a companion animal for sale must be registered, (this would be dependent on meeting the stated living standards), advertising animals for sale from unregistered breeders would be illegal and buyers must be able to see where the animals are living. This would help CKC registered breeders who already adhere to strict standards. I have an e petition, sponsored by MP Nathaniel Erskine Smith, and it would be fantastic if you could sign and share it. I have a huge amount of support from citizens across Canada including in your province, and also ask that you consider enacting Animal Welfare legislation similar to that adopted by Beaconsfield council Quebec. Thank you, Margaret McCullough [REDACTED] <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2997>

CORRESPONDENCE – March 9, 2021

Items for Information – (Attached)

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



TOWNSHIP OF SOUTHWOLD

OFFICE OF THE CLERK

35663 Fingal Line
Fingal, ON N0L 1K0

Phone: (519) 769-2010

Fax: (519) 769-2837

Email: cao@southwold.ca

March 2, 2021

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

RE: Economic Development – Service Delivery Review

Please find enclosed a letter from the Township of Southwold Economic Development Committee regarding the Service Delivery Review

Also, Council at its Regular Meeting on Monday February 22, 2021 passed the following resolution:

2021-069 Economic Development – Service Delivery Review

THAT Council of the Township of Southwold supports the Economic Development Committee letter regarding the Service Delivery Review.

CARRIED

If you have any questions or require anything further, please do not hesitate to contact me.

Thank you.

Yours truly,


Lisa Higgs
CAO/Clerk

Encl.

Cc: Town of Aylmer
Municipality of Bayham
Municipality of Central Elgin
Municipality of Dutton Dunwich
Township of Malahide
Municipality of West Elgin
City of St. Thomas



TOWNSHIP OF SOUTHWOLD

35663 Fingal Line
Fingal, ON N0L 1K0

Phone: (519) 769-2010

Fax: (519) 769-2837

February 18, 2021

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

Re: Economic Development - Service Delivery Review

I am writing on behalf of the Township of Southwold Economic Development Committee. At a recent meeting, the committee was made aware that the recent Service Delivery Review identified greater collaboration with the City of St. Thomas on Economic Development, specifically a joint Economic Development Corporation.

While the Committee supports finding ways to improve service delivery and helping local business, there are some reservations about creation of an Economic Development Corporation. With respect to Economic Development, the Township, County and other local municipalities have worked very closely together to advance common goals and objectives to improve the business environment in the County. Any future direction will need to ensure that rural economic development remains a central focus for the County or a new Corporation. There are concerns that a joint Economic Development Corporation with the City of St. Thomas may not be able to provide the level of service and expertise required by rural municipalities.

The Southwold Economic Development Committee understands that local Councillors and staff are being consulted to develop options for consideration. The committee requests that local Economic Development Committees and staff be given an opportunity to review and comment on any recommendations that may be developed. It will be important that the local, rural perspective be considered to ensure any future changes will improve on the current system, rather than diminish what we have.

Thank you for your consideration.

Yours truly,

Peter North

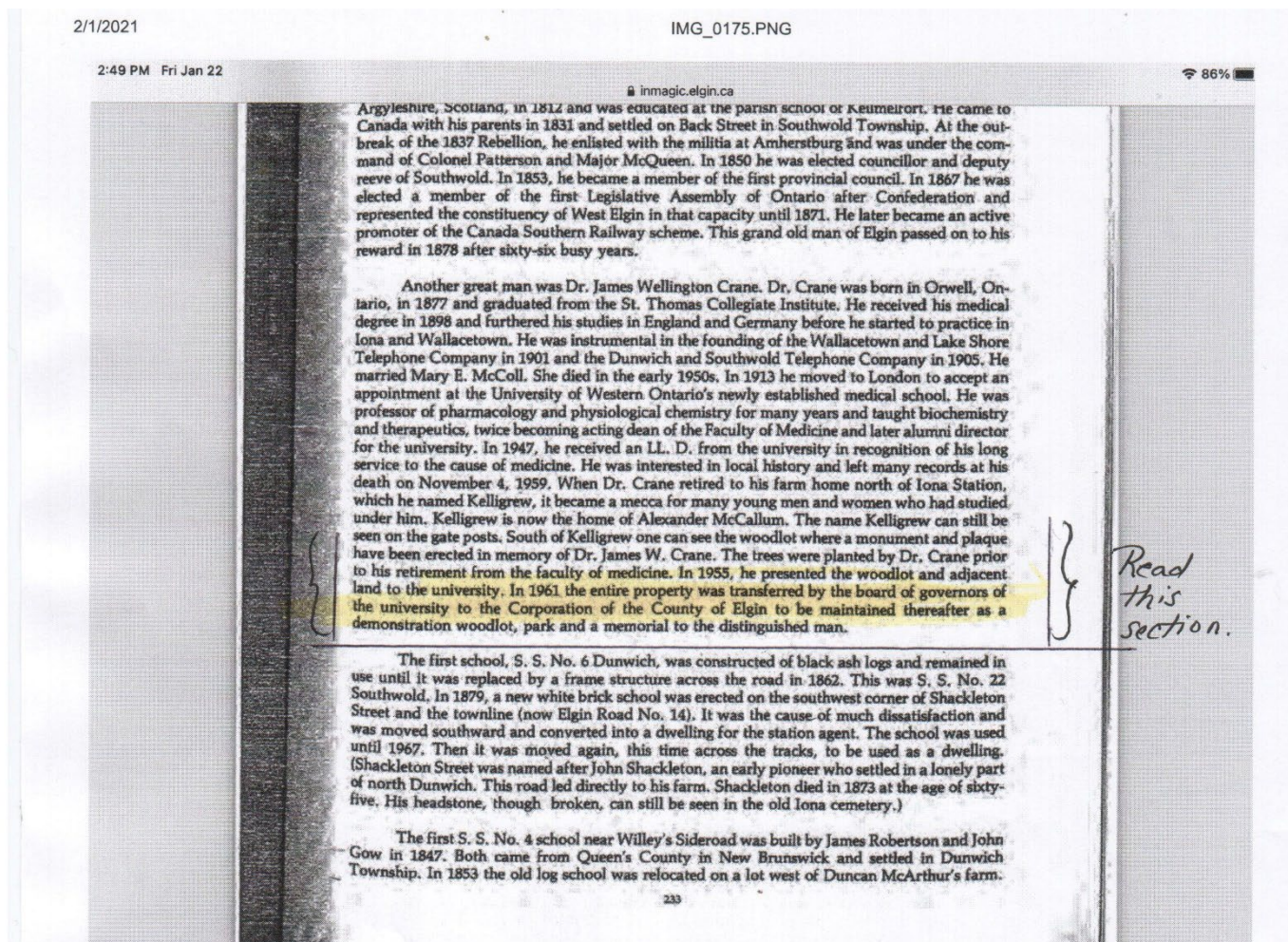
Peter North
Chairperson
Southwold Economic Development Committee

cc: Township of Southwold Council
Municipality of Bayham
Township of Malahide
Town of Aylmer
Municipality of Central Elgin
Municipality of Dutton-Dunwich
Municipality of West Elgin

Please read these three sections of articles I have indicated at the next Council meeting. In 1961 Warden Donald Burgess of Elgin County pledged to maintain and preserve the Crane woodlot after purchasing it for \$1.00. This was done at a ceremony at the conservation site and the property was handed over by W.L. Duffield, vice chairman of the board of governors of UWO.

This same type of agreement was to be used when handed over to the LTVCA in 1976. Elgin County appears to have forgotten to put any teeth in the agreement which they had agreed to back in 1961.

At this point the only thing I ask Elgin County is to admit that the way this was handled by Elgin County was wrong. I will be asking in the future the County to report this to the media. My family is looking for a formal apology.



3:02 PM Fri Jan 22

slideshare.net

83%

Explore

Recommended

farmhouse while on the west boundary is a barn yard. A concrete and stone monument giving the history of the property until 1961 is located near the road, 10 metres inside the lot line. This monument is located approximately 50 meters southeast from the entrance gate, and is difficult to reach due to no clear pathway being present. The monument reads;

The James Wellington Crane Memorial Park

The pleasant woodlot of Canadian trees located on this property was planted by the late Dr. James Wellington Crane prior to his retirement from the medical faculty of the University of Western Ontario after a brilliant and lengthy career as teacher, researcher, medical alumni director, and acting dean.

In 1955, the woodlot and adjacent land were presented to the University by Dr. Crane. In 1961, the entire property was transferred by the board of governors of the University of Western Ontario to the corporation of the County of Elgin to be maintained thereafter as a demonstration woodlot, as a park, and as a memorial to a distinguished native son.

Erected in 1961

The existing growth at the Crane Conservation Area consists of at least six Carolinian species, with two of these species being considered rare in Ontario. Additional species present include Black Boxer, White Ash, Silver Maple, Eastern White Cedar and Norway Spruce.

} Read

Fine Scrap Book, Catalogue Compiled For Elgin Pioneer Museum by Dr. Crane

Scrap books which have been carefully kept, and catalogued or indexed, are among the valuable possessions of any library or museum, and it is gratifying to know that a current book on activities and events in this county has been prepared already for the library of the Elgin County Pioneer Museum by Dr. J. W. Crane, of Iona Station. The assembling of material for this book was begun in January, 1935, but the newspaper clippings include a note from The St. Thomas Times-Journal "In Bygone Days" column, recalling that over twenty-five years ago Dr. Crane suggested that the building now chosen as a museum would be a good site for such an establishment.

The clippings include the story of the early plans of the Women's Institutes of the county to lead in the establishing of a museum for Elgin County, the development of those plans, the successive interesting Elgin Museum News columns written by Mrs. J. R. Fletcher, chairman of the Museum Board, for The Times-Journal, and considerable pioneer history.

With the far-sighted viewpoint of a sincere historian, Dr. Crane has included with the story of the museum project and the records of early history, a third type of information in clippings of current news from various sources which will be of historical interest for such records as the years go by. Each clipping is carefully dated and the source noted and an invaluable companion to the book is a comprehensive catalogue of many pages listing the names of people and of subjects appearing in the book. This catalogue is more than an index as each listing is descriptive.

Student of History

The scrap book and the catalogue indicate the student of history who has learned through his own experience the importance of preserving an accurate record of current events at the time (with care as to dates and names) and the value of a complete catalogue, without which endless hours can be wasted by the student or researcher. The book plate of the donor, one designed as a gift for Dr. Crane while he was at the



DR. J. W. CRANE

University of Western Ontario, gives an indication of his own close connection with this part of Southern Ontario and his interest in it.

Dr. Crane received his medical degree from the University of Toronto and did postgraduate work in the United States, England and Germany, but, born at Orwell and a graduate of the St. Thomas Collegiate Institute, it was in this county that he began practice, at Iona for a few months and then at Wallaceburg for a number of years, and he has always had an active interest in the life of his native county.

The book plate, which is biographical, includes a sketch of the young doctor answering a night call on an early type of rural telephone. This has a definite place in such a historical scrap book, for, very active in the life of the community, among other services Dr. Crane was instrumental in organizing in 1901 the Wallaceburg and Lake Shore Telephone Company and in 1905 the Southwold and Dunwich Telephone Company.

Dr. Crane's interest in the life of Elgin County continued even after his moving to London on his appointment to the staff of the University of Western Ontario, where he was for many years Professor of pharmacology and physio-

logical chemistry, twice Acting Dean of the Faculty of Medicine and later Alumni Director of the University. Successive sketches on the book plate indicate his work in laboratory and at lecture desk. Indicated too is his long interest in historical records. Dr. Crane has collected a very large medical library, an outstanding and highly specialized type of library, dealing with medical history, about one thousand volumes of which he has donated to the University of Western Ontario. Library cataloguing has long been an interest too and his medical catalogue of the doctors of Western Ontario, including about a thousand and cards, which he donated to the Public Library in London, is well known.

Alumni Director

The book plate indicates also the many young men and women who studied under Dr. Crane at the University of Western Ontario and the thousands with whom he later kept in contact as Alumni Director. He has been the founder not only of early telephone companies, but of other organizations too, and on March 7, members of the Oiler Society, which he, together with the late Dr. Wray Lloyd, of St. Thomas, founded in 1925, held a testimonial dinner at Brunner Lodge in London in his honor, with presentations. Dr. Crane was also responsible for the formation of the Harvey Club at the University in 1919 and of the Noon-Day Study Club, a luncheon medical club of London, in 1932.

In the background of the book plate is a forest of trees, representing the very interesting grove of about sixty species of trees which have been planted by Dr. Crane at his present country home, "Kelligrew," at Iona Station, where he is seeking to collect as many as possible of the varieties of trees which grow in Ontario. Other scrap books and catalogues are a feature of his library at "Kelligrew" and there a second volume of the Elgin County Pioneer Museum Scrap Book is already in preparation.

Such records compiled by one so well informed about local history and so long interested in the careful preservation of historical records, will be a most valuable feature of the museum's library.

Noted Doctor's Books Form Geriatrics Study Library

The late Dr. J. W. Crane, one time acting dean of the University of Western Ontario School of Medicine, and one of the most outstanding medical men in Canada, is to have his memory honored by establishment of a

Library Much Sought

When he retired to his farm at Iona Station, doctors from across the land visited him to see his library, believed unexcelled in Canada.

The new library at Toronto, to be known as the J. W. Crane Memorial Library will have as its nucleus 200 volumes.

"I believe this is the purpose for which he would have wanted them used," said Dr. Priddle.

A formal announcement of the new library will be made to a group of 120 graduates of the UWO medical school when they meet at the Geriatrics Study Centre Jan. 14. Purpose of the meeting is to form an organization of Western graduates practicing in the Toronto area.

LATE DR. J. W. CRANE provides library

Library at the Geriatrics Study Centre in Toronto, it was announced yesterday.

The portion of his famous library which he bequeathed to Dr. W. W. Priddle, chairman of the Department of Health and Welfare advisory committee on geriatrics, is to form the nucleus of the library. Geriatrics is the study of diseases in elderly people.

The announcement was made by Dr. Priddle, physician, student and friend of Dr. Crane.

Dr. Crane died Nov. 3, 1936, at 82. He was a native of Orwell.

Crane Woodlot at Iona Station Taken Over by County

An eight-acre woodlot north of Iona Station, to be known as The J. W. Crane Memorial Park, was officially turned over to Elgin County by the University of Western Ontario last Wednesday afternoon.

The unveiling of a stone monument and plaque paying tribute to the late Dr. Crane highlighted the ceremony.

Dr. G. E. Hall, president and vice-chancellor of the university outlined briefly Dr. Crane's career. He said Dr. Crane joined the staff at Western in 1911 and in 1919 became the first full-time member of the medical school staff. He retired in 1947 after 36 years of affiliation with the University.

"Dr. Crane liked to see things grow," he said, "and one of his hobbies was planting trees."

Dr. Hall said Dr. Crane brought trees from England and all across Canada.

"People will be able to see the results of his hobby for years to come," he said.

Accepted by Warden

The formal transfer of the property to the Corporation of the County of Elgin was made by W. L. Duffield, vice-chairman of the board of governors of the university. Mr. Duffield said the land is to be used as a demonstration woodlot, a park, and a memorial to the late Dr. Crane who died in 1936.

In accepting the land, Donald Burgess, warden of Elgin County, pledged to "maintain it and preserve it for the pleasure of the public, as it was intended."

The invocation and benediction were said by Rev. W. T. Eddy, of Sheddin United Church.

Study Group Honors Dr. Crane, Ex-Dean Can't Understand Fuss

Free Press St. Thomas Bureau

IONA STATION, April 5 — "When you get to be my age that blarney (kind words had just been passed his way) is like oats to an old horse. You just keep licking it up."

It was a characteristic remark, so characteristic as one uttered a few minutes before his visitors arrived: "I don't know why these boys insist on making such a fuss. I haven't really accomplished very much."

But others who viewed the record of Dr. J. W. Crane, former dean of medicine at the University of Western Ontario, owner of a name almost synonymous with medicine in Western Ontario, for years known as Mr. Western Alumni, obviously disagreed.

The disagreement came from members of the Noon Day Study Club, which Dr. Crane founded 26 years ago to give "the younger fellows training in discussing and

privilege formerly limited to doctors over 40."

They had just travelled from London to mark the anniversary of the successful study group which still meets weekly at the YM-YWCA and boasts a membership of nearly 200. And they knew that two other groups he organized were still functioning strongly: the Harvey Club, a medical fraternal organization, and the Oiler Society, an undergraduate group dedicated to medical history.

To commemorate the anniversary the members presented him with an engraved silver starting gun which had been converted into a lighter. Again, oddly enough, he had minutes before labelled himself "a great starter but a poor finisher."

A physician since 1898, Dr. Crane became a general practitioner in the Wallaceburg area near here consented in 1912 to teach biochemistry,

tics at Western's new medical school and served as dean from 1927 to 1929.

After 26 years of active professorship he left the teaching field in 1936. He spent the next 10 years developing almost single-handedly Western's Alumni Association. Western cited this man who "really hadn't accomplished very much" with an honorary doctor of laws in 1947.

Spending his 82nd birthday in hospital recently on the advice of doctors he had taught, Dr. Crane was forced to miss what was to have been a testimonial dinner on the study club's 25th year of founding.

Today the testimonial came to him and he was as excited as when he saw Toronto defeat Boston in the Stanley Cup playoffs last night. A man who seems in little danger of being forgotten in his advancing years frankly admitted: "It's certainly nice to be remembered by your old

Please Read at Council Meeting

MARCH 2021



COUNTY OF ELGIN HOMES

Terrace Lodge - Elgin Manor - Bobier Villa



Vaccine Rollout

ALL HOMES

We are excited to share that our partners at Southwestern Public Health and community partners were able to administer the second dose of the Pfizer-BioNTech to all participating County of Elgin homes residents. Public Health sent in a team and clinic areas were set up to administer the vaccinations. The process went very well! Homes staff continue to book and complete vaccinations.

Designated essential caregivers are now eligible to schedule a vaccine. The booking system is password protected and eligible pre-registered individuals are able to pick up the required letter and accompanying consent form at the home. If you require further information, please contact the home directly. Details to be communicated once available.



Meet our New Team Members

The County of Elgin Homes welcome our new team members, who come to us with a wealth of experience, knowledge, and dedicated service in the care of seniors.

TERRACE LODGE

Christine Leonard
Administrator,
Terrace Lodge

Tracey Rutter
Manager of Resident Care,
Terrace Lodge

Sandi McMillan
Resident Care Coordinator,
Terrace Lodge

County Of Elgin Homes Resident and Family Satisfaction Survey 2021

www.surveymonkey.com/r/terrace21

www.surveymonkey.com/r/elginmanor21

www.surveymonkey.com/r/bobier21

Terrace Lodge



Elgin Manor



Bobier Villa



Thank you to Doug Tarry Homes and Sarah Coleman for treating the staff at Elgin Manor to spicers with gifts cards received from "Project Give Back"

Rapid Antigen Testing

INNOVATIVE COVID-19 TESTING COMING SOON

The County of Elgin Homes will soon begin utilizing rapid antigen testing as part of the staff and essential caregiver asymptomatic entrance screening. The rapid antigen test (also known as a point-of-care-test) can be performed anywhere by a regulated health care professional. It takes approximately 15 minutes to yield a result. Antigen testing detects specific proteins from the virus to screen and identify people who may require further testing.

DONATE TODAY!

GIVE TERRACE
LODGE RESIDENTS
THE COMFORTS OF
HOME



www.donatetoterracelodge.ca



Terrace Lodge Redevelopment

CONSTRUCTION IS UNDERWAY

The County of Elgin is pleased to announce that construction on the Terrace Lodge Redevelopment Project has begun. Despite the challenges faced as a result of COVID-19, the Terrace Lodge Redevelopment Steering Committee has been working diligently with the support of Council to ensure the project moves ahead. The Committee was able to take lessons learned from the pandemic and incorporate additional infection prevention and control measures into the design of the new home.

The redevelopment project is being complemented by a fundraising campaign focused on providing residents with the items that will enhance their quality of life and make the new facility feel like home. For more information visit www.elgincounty.ca.

Team Members on the Move

We welcome Ellen Stokes
to **Bobier Villa** as the
new Manager of Support
Services

We welcome Trang Pham
to **Elgin Manor** as the
new Manager of Resident
Care



Sandra Brown, Recreationist
and "Granny"

Celebrating Ontario's FIRST Residents' Council Week Honourable Mentions



At **Copernicus Lodge**, Toronto, Council Chair Mr. Jerzy N. created posters in honour of RCW and participated in OARC Resident Forums with several resident peers from his home.



The Residents' Council at **Delhi Long-Term Care** used RCW as a chance to show appreciation to staff with special smile cookie treats. They also created their own Council mission statement.



The Residents' Council at **Extendicare Maple View**, Sault Ste. Marie, celebrated RCW with morning 'Meet and Greet's' in the main lobby where Council President Gordon and Vice President David met with residents and team members. Other events included an interactive game wheel with prizes and a distanced coffee and cake celebration.



Residents' Council President, Pauline N. from **Burton Manor**, Brampton, has championed virtual Residents' Council during the pandemic to keep residents connected and informed. Burton Manor held their first physically-distanced Residents' Council meeting during RCW and hope to keep the momentum going!

Residents' Councils Week

The Residents' Council at **Elgin Manor** in St. Thomas celebrated RCW with music, Residents' Council awareness efforts and fundraising. The "Extend Our Time Outdoors" campaign encouraged families and Community Knitters to bring in new, warm and well-fitted hats, mitts, scarves, coats, capes and lap blankets to allow residents to continue to enjoy time outside in cooler weather. These items will be labelled by the Home with the intended resident's name and available for their use.



At **Golden Years Long-Term Care** in Cambridge, RCW celebrations included a Taste of Ontario BBQ and live outdoor entertainment. Residents and team members were recognized while enjoying Ontario's fall time harvest including fresh corn on the cob. Yum!



Residents at **Dundurn Place Care Centre** in Hamilton used RCW as an opportunity for team members to learn from residents during an interactive "Ask the Resident Day." Residents also helped to design and create content for a new Council brochure.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-1005

March 4, 2021

Warden Tom Marks
County of Elgin
450 Sunset Drive
St. Thomas ON N5R 5V1

Dear Warden Marks:

Ontario has heard directly from the municipal sector that operating impacts due to the pandemic will continue in 2021. In order to respond to municipal need and to further strengthen our communities, we are now investing an additional \$500 million to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures. While the actual extent of municipal impacts for 2021 are uncertain at this time, the province expects that this funding will help municipalities continue to deliver the high-quality local services that residents and business rely on, as well as help municipalities proceed with planned capital projects in 2021.

I am pleased to inform you that the Government of Ontario has committed financial support to the **County of Elgin** through the 2021 COVID-19 Recovery Funding for Municipalities program in order to support your COVID-19 operating costs and pressures. All municipalities in Ontario are eligible for this program and the level of funding is based on the proportion of COVID-19 cases in the Public Health Unit for your respective municipality during the period of January 1, 2021 to February 18, 2021. I have reviewed the eligibility criteria for provincial assistance under the program and have determined that accordingly, your municipality will receive **\$544,266.00**, subject to your municipality returning a copy of this letter, signed by your municipal treasurer, to the ministry by March 31, 2021. You will receive these funds in two equal instalments – one instalment on or before May 1, 2021 and the other on or before November 1, 2021.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding your municipality receives exceeds your 2021 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess

funding into a reserve fund to be accessed to support any future COVID-19 operating costs and pressures.

The province realizes that municipalities are facing financial impacts due to the COVID-19 pandemic and that in some instances, this provincial funding will not be sufficient to cover all municipal operating impacts due to COVID-19. The province expects municipalities to do their part by continuing to find efficiencies in their operating services and using existing reserves and reserve funds that have been specifically put aside for such unforeseen circumstances.

Your municipality will be expected to provide two report backs on your COVID-19 operating impacts and the use of these funds as follows:

1. An interim report in June 2021, which will include:
 - a) Use of funds provided last year under the Safe Restart Agreement – Operating funding stream; and
 - b) 2021 estimated COVID-19 operating impacts and how your municipality plans to use the funding under the 2021 program.
2. A final report back in Spring 2022.

We had previously indicated that Safe Restart Agreement reporting would be expected in March 2021. However, we have decided to streamline this reporting and the new 2021 COVID-19 Recovery Funding for Municipalities program. The template for this report back will be provided by the ministry with more details to follow in the coming months. While the province expects your municipality to complete this report, your second instalment under the 2021 COVID-19 Recovery Funding for Municipalities program is not contingent on the province receiving your interim report.

At this time, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email to: Municipal.Programs@ontario.ca. If the province has not received your letter on or before March 31, 2021, you will not be eligible for this program and your municipality's allocation will not be paid. In order to allow for processing time, please provide your signed letter to the ministry on or before March 24, 2021.

Our government continues to stand with our municipal partners as we have throughout the pandemic, advocating for funding for communities from the federal government to support local economic recovery. Communities may need more COVID-19 related operating funding in the coming year, and we will continue to advocate on your behalf to the federal government. I encourage you to contact your local Member of Parliament to seek further federal support in order to help municipalities deal with their operating impacts due to COVID-19.

The government thanks all 444 Ontario municipal heads of council for their support throughout the pandemic and our ongoing partnership in Ontario's economic recovery.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the allocation of **\$544,266.00** is provided to the **County of Elgin** for the expected purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2021 will be put into a reserve fund to support potential COVID-19 costs and pressures in 2022. I further acknowledge that the **County of Elgin** is expected to report back to the province on 2021 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:

CLOSED MEETING AGENDA

March 9, 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.
- 2) Director of Engineering Services – *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* – Lease Consideration – Impacts of Administration Building Elevator and Basement Public Accessibility Washroom Improvement Project
- 3) County Solicitor – *Municipal Act Section 239 (2) (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.
- 4) County Solicitor – *Municipal Act Section 239 (2) (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).
- 5) Chief Administrative Officer – *Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Service Delivery Review - Road Maintenance Agreement Study.
- 6) Chief Administrative Officer – *Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Employment Lands Update (verbal).
- 7) Chief Administrative Officer – *Municipal Act Section 239 (2) (k) a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Southwestern Integrated Fibre Technology Loan Agreement
- 8) 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* – Organizational Review.

COUNTY OF ELGIN

By-Law No. 21-08

**“BEING A BY-LAW TO APPOINT A COMMUNITY EMERGENCY MANAGEMENT
COORDINATOR (CEMC) FOR THE COUNTY OF ELGIN”**

WHEREAS Section 5(3) of the Municipal Act, S.O. 2001, Chapter 25 as amended grants municipal power to exercise its capacity, rights, powers and privileges by by-law; and,

WHEREAS Section 2.1 (1) of the Emergency Management and Civil Protection Act (EMCPA) requires every municipality to develop and implement an Emergency Management Program; and,

WHEREAS Section 10 (1) of O. Reg. 380/04 requires that every municipality designate an employee of the municipality as Community Emergency Management Coordinator (CEMC) to coordinate the development and implementation of the municipality’s emergency management program, and,

WHEREAS the Council of the Corporation of the County of Elgin deems it expedient to appoint a Community Emergency Management Coordinator (CEMC) for the County of Elgin;

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

1. THAT Jeff VanRybroeck be appointed as Community Emergency Management Coordinator (CEMC) for the County of Elgin; and,
2. THAT this by-law come into effect on March 9, 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF MARCH 2021.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks
Warden.

COUNTY OF ELGIN

By-Law No. 21-09

**"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"**

WHEREAS the Canadian Union of Public Employees, Local 841, is the sole and exclusive collective bargaining agent for all its employees save and except Branch Library Supervisors and persons above the rank of Branch Library Supervisor, Administrative Assistant, Director of Community and Cultural Services, or designate, students, pages and temporary employees; and

WHEREAS negotiations have taken place over a period of time, between the County and the Union towards amending the collective bargaining relations and providing an orderly procedure for the disposition of grievances and defining working conditions and terms of employment for all employees who are represented by the Union, in the form of a Collective Agreement; and

WHEREAS agreement has now been reached by both parties on the said procedures, conditions and terms of employment to be included in an agreement to cover the period January 1, 2021 to December 31, 2024.

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

1. THAT Elgin County Council approve the Collective Agreement between the County of Elgin and the Canadian Union of Public Employees, for the period commencing January 1, 2021, and ending December 31, 2024, setting forth collective bargaining relations, disposition of grievances and to define working conditions and terms of employment for the library employees; and,
2. THAT the Warden and the Chief Administrative Officer be and are hereby authorized to sign the Collective Agreement between the County of Elgin and the Canadian Union of Public Employees, for the period commencing January 1, 2021, and ending December 31, 2024.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF MARCH 2021.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks,
Warden.

COUNTY OF ELGIN

By-Law No. 21-10

**"BEING A BY-LAW TO AUTHORIZE TAX EXEMPTION IN RESPECT OF A
MUNICIPAL CAPITAL FACILITY PURSUANT TO SECTION 110 OF THE
MUNICIPAL ACT"**

WHEREAS the Corporation of the City of St. Thomas is designated as the Consolidated Municipal Service Manager for the CMHC-Ontario New Affordable Housing Program; and

WHEREAS the City of St. Thomas has enacted Municipal Housing Facilities By-law No. 80-2005; and

WHEREAS the City of St. Thomas has entered into an agreement with Walter Ostojic & Sons Ltd for the provision of affordable housing; and

WHEREAS the Walter Ostojic & Sons Ltd. is the registered property owner and will be developing a second building at 59 Brown Street., Aylmer, Ontario; and

WHEREAS Section 110(9) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that if a municipality designated as service manager under the Social Housing Reform Act, 2000, has entered into an agreement under Section 110 with respect to housing capital facilities, any other municipality that has not entered into an agreement under Section 110 with respect to capital facilities and contains all or part of the land on which the capital facilities are or will be located may exercise the power under Section 110(6) with respect to the land and the capital facilities; and

WHEREAS Section 110(6) permits a municipality to exempt from taxation for municipal and school purposes for capital facilities where an agreement to provide municipal capital facilities has been entered into, subject to the notice provisions, limitations and requirements set out in the Municipal Act; and

WHEREAS the Town of Aylmer has requested the County of Elgin to apply the tax ratio of 1 to the 59 Brown Street project.

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

1. THAT the tax ratio of 1 shall apply to the Walter Ostojic & Sons Ltd.project, 59 Brown St., Aylmer, Ontario.
2. THAT this tax ratio shall apply to taxation raised for municipal purposes as of the effective date of the first supplementary or omitted assessment notice on the property as issued by the Municipal Property Assessment Corporation pursuant to the Assessment Act and shall apply as long as the Facility Agreement is in good standing and not in default.
3. THAT the Warden and the Chief Administrative Officer, or alternate, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the County of Elgin.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF MARCH, 2021.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks,
Warden.

BY-LAW 14-21

OF THE CORPORATION OF THE TOWN OF AYLMER

Being a By-Law to Authorize a Partial Tax Exemption
In Respect of a Municipal Capital Facility Pursuant to
Section 110 of the *Municipal Act, 2001*.

WHEREAS, the Minister of Municipal Affairs and Housing has provided funding through the Ontario Mortgage Housing Corporation Revolving Loan Fund (OMHM-RLF) and the Social Services Relief Fund Phase 2 (SSRF) to the Corporation of the City of St. Thomas for the development of the Affordable Housing units as part of the 59 Brown Street Project in the Town of Aylmer;

AND WHEREAS the City of St. Thomas has enacted Municipal Housing Facilities By-Law 56-2019;

AND WHEREAS the City of St. Thomas entered into a Service Manager Contribution Agreement with Walter Ostojic and Sons General Construction Ltd. on December 22, 2020 for the provision of affordable housing;

AND WHEREAS Walter Ostojic and Sons General Construction Ltd. is the registered owner of the property described in Schedule "A" attached hereto;

AND WHEREAS Subsection 110 (9) of the *Municipal Act, 2001 (the Act)* provides that where a municipality designated as service manager under the *Housing Services Act 2011* has entered into an agreement under Section 110 of *the Act* with respect to a housing capital facilities, any other municipality that has not entered into an agreement under that Section with respect to capital facilities that contains all or part of the land on which the capital facilities are, or will be located, may exercise the power set out under Subsection 110 (3)(6) and (7) of *the Act*, as limited by Subsection 110 (9), with respect to the land and the capital facilities;

AND WHEREAS Subsection 110 (6) of *the Act*, as limited by Section 110 (9), permits a municipality to provide an exemption for all or part of the taxes levied for its own purposes in respect of capital facilities where an agreement to provide municipal capital facilities has been entered into, subject to the notice provisions, limitations and requirements set out in *the Act*.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF AYLMER HEREBY ENACTS AS FOLLOWS:

1. THAT the Town of Aylmer shall provide a partial tax reduction in respect of its own purpose tax levy to Walter Ostojic and Sons General Construction Ltd. project, as described in Schedule "A" attached hereto;

2. AND THAT amount of the reduction in each year shall be equivalent to the difference between the local taxes calculated using the current year's tax rate for properties in the multi-residential property class, and the local taxes calculated using the current year's tax rate for properties in the residential property class, which shall be calculated as follows:

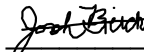
$$(CVA \times \text{Multi-Residential Tax Rate}) - (CVA \times \text{Residential Tax Rate}) = \text{Reduction}$$

3. AND THAT this reduction shall apply to taxation raised for local purposes as of the effective date of the first supplementary or omitted assessment notice in respect of the property as issued by the Municipal Property Assessment Corporation pursuant to the *Assessment Act* and shall apply as long as the Facility Agreement is in good standing and not in default;
4. AND THAT the County of Elgin is hereby requested to provide a similar reduction in respect of its portion of the tax levy to Walter Ostojic and Sons General Construction Ltd. project;
5. AND THAT the Mayor and Clerk are hereby authorized to execute all documents required to give effect to the provisions of the By-Law.

READ A First and second time this 22nd day of February, 2021



MAYOR, Mary French



CLERK, Josh Brick

READ A Third time and finally passed this 1st day of March, 2021



MAYOR, Mary French



CLERK, Josh Brick

Schedule "A" to By-Law 14-21

Description of Property referred to in By-Law 14-21:

Northeast corner of Melanie Drive and Brown Street (South of Elk) in the Town of Aylmer. Municipally known as 59 Brown Street, Aylmer.

Property Owner:

Walter Ostojic and Sons General Construction Ltd.
76-A Progress Drive
St. Thomas, Ontario N5P 4G5

Formula description for tax reduction calculation by Town of Aylmer:

$(CVA \times \text{Multi-Residential Tax Rate}) - (CVA \times \text{Residential Tax Rate}) = \text{Reduction}$