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**ORDERS OF THE DAY  
FOR TUESDAY, OCTOBER 12, 2021, 9:00 A.M.**

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- 1<sup>st</sup>** Meeting Called to Order
- 2<sup>nd</sup>** Adoption of Minutes – September 28, 2021
- 3<sup>rd</sup>** Disclosure of Pecuniary Interest and the General Nature Thereof
- 4<sup>th</sup>** Presenting Petitions, Presentations and Delegations
- 5<sup>th</sup>** Motion to Move Into “Committee Of The Whole Council”
- 6<sup>th</sup>** Reports of Council, Outside Boards and Staff
- 7<sup>th</sup>** Council Correspondence
  - 1) Items for Consideration
  - 2) Items for Information (Consent Agenda)
- 8<sup>th</sup>** Other Business
  - 1) Statements/Inquiries by Members
  - 2) Notice of Motion
  - 3) Matters of Urgency
- 9<sup>th</sup>** Closed Meeting Items
- 10<sup>th</sup>** Recess
- 11<sup>th</sup>** Motion to Rise and Report
- 12<sup>th</sup>** Motion to Adopt Recommendations from the Committee Of The Whole
- 13<sup>th</sup>** Consideration of By-Laws
- 14<sup>th</sup>** Adjournment

**VIRTUAL MEETING: IN-PERSON PARTICIPATION RESTRICTED**

**NOTE FOR MEMBERS OF THE PUBLIC:**

Please click the link below to watch the Council Meeting:

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

**Accessible formats available upon request.**

## **ELGIN COUNTY COUNCIL**

### **MINUTES**

**September 28, 2021**

Elgin County Council met this 28th day of September 2021. The meeting was held in a hybrid in-person/electronic format with Councillors and staff participating as indicated below.

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

**Staff Present:** Julie Gonyou, Chief Administrative Officer (Council Chambers)  
Brian Lima, General Manager of Engineering, Planning & Enterprise/Deputy Chief Administrative Officer (Council Chambers)  
Jim Bundschuh, Director of Financial Services (electronic)  
Michele Harris, Director of Homes and Seniors Services (Council Chambers)  
Amy Thomson, Director of Human Resources (Council Chambers)  
Brian Masschaele, Director of Community and Cultural Services (Council Chambers)  
Jeff Brock, Director of Information Technology Services (electronic)  
Nancy Pasato, Manager of Planning (Council Chambers)  
Nick Loeb, Senior Legal Counsel (Council Chambers)  
Katherine Thompson, Manager of Administrative Services (Council Chambers)  
Jenna Fentie, Legislative Services Coordinator (Council Chambers)  
Carolyn Krahn, Legislative Services Coordinator (Council Chambers)  
Natalie Marlowe, Library Coordinator (Council Chambers)  
Susan Morrell, Library Branch Supervisor (electronic)  
Dalene Vanzyl, Library Branch Supervisor (electronic)

#### **1. CALL TO ORDER**

The meeting convened at 9:00 a.m. with Warden Marks in the chair.

#### **2. ADOPTION OF MINUTES**

Moved by: Councillor Martyn  
Seconded by: Deputy Warden Mennill

RESOLVED THAT the minutes of the meeting held on September 14, 2021 be adopted.

- Motion Carried.

#### **3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None.

#### **4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS**

None.

**5. COMMITTEE OF THE WHOLE**

Moved by: Councillor Jones  
Seconded by: Councillor Ketchabaw

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

- Motion Carried.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor McPhail

RESOLVED THAT an additional report be considered regarding a request received from the Township of Malahide to extend Community Emergency Management Coordinator services currently offered by the County of Elgin on an interim basis.

- Motion Carried.

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

**6.1 Strategic Plan Staff Action Plan Update September 2021 – Chief Administrative Officer**

The Chief Administrative Officer presented Council with an updated Action Plan originally developed by staff in February/March 2020 and most recently updated and presented to Council on May 25, 2021. The actions contained within the Plan support Elgin County Council's Strategic Plan 2020-2022.

Moved by: Councillor Purcell  
Seconded by: Councillor French

RESOLVED THAT the Elgin County Council Strategic Plan – Staff Action Plan Update – September 2021 report from the Chief Administrative Officer, dated September 22, 2021 be received and filed.

- Motion Carried.

**6.2 Economic Development – Chief Administrative Officer and General Manager of Engineering, Planning, & Enterprise/Deputy CAO**

The Chief Administrative Officer and the General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the reimagined Economic Development and Tourism Business Plan for Council's consideration.

Moved by: Councillor Jones  
Seconded by: Councillor Purcell

RESOLVED THAT Elgin County Council hereby endorse the Economic Development and Tourism Business Plan as presented; and

THAT Elgin County Council review and amend the Economic Development and Tourism Business Plan as part of its Strategic Planning discussions in January 2022; and

THAT Elgin County Council consider its investment in County-delivered Economic Development and Tourism Services as part of its 2022 Budget deliberations; and further

THAT Staff be directed to work with the St. Thomas Economic Development Corporation, the City of St. Thomas and regional municipal partners to identify opportunities for enhanced partnership and collaboration.

- Motion Carried.

6.3 **Additional Report – Request for Extension of Community Emergency Management Coordinator (CEMC) Services to the Township of Malahide – Chief Administrative Officer**

Staff received a request from the Township of Malahide to extend Community Emergency Management Coordinator (CEMC) services that the County was offering on an interim basis. The Township has asked for an extension of the services until December 2022. The Chief Administrative Officer advised that there is an established pilot program in place with the Municipality of Dutton Dunwich, Municipality of West Elgin, and the Township of Southwold. The Chief Administrative Officer recommended that Council consider supporting an extension of the CEMC service to the Township of Malahide until the end of the pilot program on October 30, 2021. Staff will bring a report to Council's October 14, 2021 meeting evaluating the pilot program and will provide recommended next steps for Council's consideration.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor Giguère

RESOLVED THAT the County Council supports the extension of Community Emergency Management Coordinator (CEMC) services to the Township of Malahide until October 30, 2021; and

THAT staff be directed to provide a report to Council evaluating the pilot program with the Municipality of Dutton Dunwich, Municipality of West Elgin, and the Township of Southwold with recommended next steps at their October 14, 2021 meeting.

- Motion Carried.

6.4 **Elgin County Library Policy Revision – “Code of Conduct for Elgin County Library Patrons” – Director of Community & Cultural Services**

The Director of Community & Cultural Services presented the report recommending revisions to the Elgin County Library's "Code of Conduct for Elgin County Library Patrons" as part of an on-going review of library policies.

Moved by: Councillor Martyn  
Seconded by: Councillor French

RESOLVED THAT the report titled "Elgin County Library Policy Revision – Code of Conduct for Elgin County Library Patrons" dated September 28, 2021 from the Director of Community & Cultural Services be received and filed; and

THAT the "Code of Conduct for Elgin County Library Patrons" be hereby adopted.

- Motion Carried.

6.5 **A Path Forward on Library Fines – Director of Community & Cultural Services**

The Director of Community & Cultural Services, Library Coordinator, and Library Supervisors provided a presentation recommending that Council authorizes a public consultation process on a path forward for the reduction and/or elimination of Elgin County Library fines.

Moved by: Councillor Martyn  
Seconded by: Councillor McPhail

RESOLVED THAT Elgin County Council hereby authorizes a public consultation process on a path forward for the reduction and/or elimination of Elgin County Library fines as outlined in the presentation "A Path Forward on Library Fines" by the Director of Community & Cultural Services at the September 28, 2021 meeting of Elgin County Council; and

THAT the results of this public consultation, along with recommendations on a path forward for the elimination and/or reduction of Elgin County Library fines, be presented to Elgin County Council as soon as feasible with the necessary amendments reflected in the draft 2022 budget; and

THAT the presentation titled “A Path Forward on Library Fines” dated September 28, 2021 from the Director of Community & Cultural Services be received and filed for information.

- Motion Carried.

6.6 **Official Plan Review Discussion Paper #3 – Elgin Natural Heritage Systems Study, Source Water Protection, and Environmental Policy Amendments – Manager of Planning**

The Manager of Planning provided an update on the Elgin County Official Plan review and presented the report that provides possible policy changes based on the draft policy documents “Elgin Natural Heritage Systems Study (2019)” and “Source Protection Plan (2017)”.

Moved by: Councillor Jones  
Seconded by: Councillor Martyn

RESOLVED THAT the report titled “Official Plan Review – Discussion Paper #3 – Elgin Natural Heritage Systems Study, Source Water Protection, and Environmental Policy Amendments” dated September 22, 2021 from the Manager of Planning be received and filed.

- Motion Carried.

6.7 **Antenna Lease Agreement – Whites Station – QuaeNet Canada Inc./Elgin (County) – County Solicitor and General Manager of Engineering, Planning, & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the report informing Council as to a proposed draft Antenna Lease Agreement between Elgin County and QuaeNet Canada Inc., as successor to Turriss Communications Ltd., and relating to existing installations attaching to a rooftop tower at the Whites Station facility and to seek Council approval and authorization for execution of the draft agreement on behalf of Elgin.

Moved by: Councillor Jones  
Seconded by: Councillor French

RESOLVED THAT the report titled “Antenna Lease Agreement – Whites Station – QuaeNet Canada Inc./Elgin (County)” dated September 17, 2021 from the County Solicitor and the General Manager of Engineering, Planning, & Enterprise/Deputy CAO be received and filed; and

THAT County Council approve the draft Antenna Lease Agreement between QuaeNet Canada Inc. and the Corporation of the County of Elgin in relation to wireless antenna installations at Whites Station, Central Elgin; and

THAT County Council further authorize execution of said draft Antenna Lease Agreement as described in Recommendation 2 above by the Warden and Chief Administrative Officer on behalf of Elgin County.

- Motion Carried.

6.8 **Central Elgin Antennas Licence Agreement, County Administration Building – Senior Counsel**

The Senior Counsel presented the report seeking approval and authorization for the execution of a proposed Antennas Licence Agreement between Elgin County

and The Corporation of the Municipality of Central Elgin with regard to antennas affixed to the roof of the Elgin County Administration Building.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor McPhail

RESOLVED THAT the report titled "Central Elgin Antennas Licence Agreement, County Administration Building" dated September 7, 2021 from the Senior Counsel be received and filed; and

THAT County Council approve and authorize the Warden and Chief Administrative Officer to execute a proposed Antennas Licence Agreement as between Elgin County and The Corporation of the Municipality of Central Elgin.

- Motion Carried.

6.8 **Meals on Wheels Agreement Elgin/VON – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report seeking Council's approval to execute the Meals on Wheels Supply Agreement between Elgin County and Victorian Order of Nurses for Canada – Ontario Branch (VON).

Moved by: Councillor Martyn  
Seconded by: Councillor Giguère

RESOLVED THAT the report titled "Meals on Wheels Agreement Elgin/VON" dated September 21, 2021 from the Director of Homes and Seniors Services be received and filed; and

THAT Council authorize the Warden and Chief Administrative Officer to execute the agreement between Elgin and Victorian Order of Nurses (VON) for the time period of October 1, 2021 to September 20, 2023.

- Motion Carried.

6.9 **Homes - Infection Control Policy 2.10 – Immunization – Staff COVID-19 – Director of Homes and Seniors Services**

Moved by: Councillor Jones  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled "Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19" from the Director of Homes and Seniors Services be deferred and reconsidered following Closed Session.

- Motion Carried.

**7. COUNCIL CORRESPONDENCE**

7.1 **Items for Consideration**

7.1.1 Allison Adams, Manager of Legislative Services/Clerk, Township of Malahide with a resolution requesting a review of the Imperial Road and John Wise Line intersection.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor Jones

RESOLVED THAT staff be directed to review the intersection of Imperial Road and John Wise Line in the Township of Malahide to determine what safety enhancements could be implemented; and

THAT this intersection be reviewed during the completion of the County of Elgin Transportation Masterplan; and

THAT staff report back to Council with the results of their review.

- Motion Carried.

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

7.2.1 Jeff Yurek, MPP, Elgin-Middlesex-London with a letter regarding drowning prevention in St. Thomas-Elgin.

7.2.2 SWIFT Monthly Project Update.

7.2.3 Diana Wilson, Deputy Clerk, Township of Malahide with a resolution requesting copies of County policies regarding facilitating internet projects.

Moved by: Deputy Warden Mennill

Seconded by: Councillor Giguère

RESOLVED THAT Correspondence Items #7.2.1 – 7.2.3 be received and filed.

- Motion Carried.

**8. OTHER BUSINESS**

**8.1 Statements/Inquiries by Members**

Councillor French announced her intention to run for the position of Warden for 2022.

**8.2 Notice of Motion**

None.

**8.3 Matters of Urgency**

None.

**9. CLOSED MEETING ITEMS**

Moved by: Councillor Martyn

Seconded by: Councillor Ketchabaw

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**

*(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations – Labour Relations*

- Motion Carried.

Council recessed at 9:51 a.m. and reconvened at 10:00 a.m.

**10. MOTION TO RISE AND REPORT**

Moved by: Councillor Giguère

Seconded by: Deputy Warden Mennill

RESOLVED THAT we do now rise and report.

- Motion Carried.

In-Camera Item #1 – Labour Relations

Moved by: Councillor Ketchabaw

Seconded by: Councillor McPhail

RESOLVED THAT the report from the Director of Homes and Seniors Services be received.

- Motion Carried.

**11. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF (continued)**

**11.1 Infection Control Policy 2.10 – Immunization – Staff COVID-19 – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report seeking direction from County Council regarding the adoption of the Homes Draft Infection Control Policy 2.10 “Immunization – Staff COVID-19” policy changes. The Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 policy updates align with the September 2, 2021 ministry directive option(s) and increasing trends in for-profit, not-for-profit and municipal Long-Term Care Homes across the province of Ontario.

Moved by: Councillor Martyn

Seconded by: Deputy Warden Mennill

RESOLVED THAT the report titled “Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19” dated September 21, 2021 be received and filed; and

THAT Council approves the Homes Draft Infection Control Policy 2.10 “Immunization – Staff COVID-19” policy changes.

- Motion Carried.

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

Moved by: Councillor Jones

Seconded by: Councillor French

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

- Motion Carried.

**13. CONSIDERATION OF BY-LAWS**

**13.1 By-Law 21-36 – 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 September 28, 2021 Meeting.

Moved by: Councillor Purcell

Seconded by: Councillor Ketchabaw

RESOLVED THAT By-Law No. 21-36 be now read a first, second and third time and finally passed.

- Motion Carried.

**14. ADJOURNMENT**

Moved by: Councillor Jones  
Seconded by: Councillor French

RESOLVED THAT we do now adjourn at 11:07 a.m. to meet again on October 12, 2021 at 9:00 a.m.

- Motion Carried.

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Julie Gonyou,  
Chief Administrative Officer.

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Tom Marks,  
Warden.

## **REPORTS OF COUNCIL AND STAFF**

**October 12, 2021**

### **Council Reports – ATTACHED**

Warden Marks – Warden’s Activity Report (September) and COVID-19 Update

### **Staff Reports – ATTACHED**

Director of Homes and Seniors Services – Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 and 2.23 Pandemic Prevention and Control – Staff Testing; and Administration Policy 1.35 Visitors and Resident Absences During a Pandemic

Fire Training Officer/Community Emergency Management Coordinator – Elgin Middlesex Regional Fire School Update

Director of Financial Services – Accounting Internship

General Manager of Engineering, Planning & Enterprise – Phragmites Roadside Spraying Program Update – 2021

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



## REPORT TO COUNTY COUNCIL

**FROM:** Tom Marks, Warden

**DATE:** October 7, 2021

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

### RECOMMENDATION:

THAT the October 7, 2021, report titled, *Warden's Activity Report (September) 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:

For much of the month of September new cases of COVID-19 in Ontario remained stable around the 800/day mark. On September 14, 2021 the province released regulations and [guidance for businesses](#) regarding the requirement to show proof of vaccination in certain settings. As of September 22, 2021, these regulations came into effect across Ontario. Currently individuals have access to a paper or PDF vaccine receipt that includes all relevant information to prove that they are fully vaccinated. Ontario is developing an enhanced vaccine certificate with a unique QR code to make it safer, more secure and convenient to show that you have been vaccinated, when required to do so. The enhanced vaccine certificate and verification app will be available by October 22, 2021.

At the time of this report (October 7) Ontario reported 587 new cases of COVID-19. Daily case counts have been gradually declining over the past two weeks. This brings the seven (7) day average to 565. In the Southwestern Public Health region, 11 new cases of COVID-19 were recorded and there are 79 total active cases.

## **Vaccinations**

On September 14, 2021 Council approved a Vaccine Verification Policy for Administration staff, Councillors and Volunteers of the County of Elgin. On September 28, 2021, Council approved changes to the Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19.

Southwestern Public Health continues to take walk-in appointments for the COVID-19 vaccine at their Talbot St. location. Anyone who still needs to book an appointment for their first or second dose of the vaccine can visit <https://covidvaccineim.ca/>

## **National Day for Truth and Reconciliation**

It was an honour and a privilege to be able to participate in events to recognize the first National Day for Truth and Reconciliation on September 30, 2021. I began my day by raising the “Every Child Matters” flag at the Elgin County Heritage Centre. I then participated in an event in West Lorne that included local First Nations leaders and local municipal staff. The event included a story time featuring Indigenous authors at the West Lorne Library. Deputy Warden Mennill represented me at a similar event in Dutton.

## **Response to COVID-19 Survey**

The University of Guelph is working with the County of Elgin, the City of St. Thomas and Southwestern Public Health to study how the pandemic has changed life for residents, including their health, well-being, social life, finances and day-to-day living.

This information will be collected through a 20-minute Elgin St. Thomas Response to COVID-19 Survey, which is available online now until October 29, 2021 at <https://wh1.snapsurveys.com/s.asp?k=163188969793>. Paper copies with prepaid return postage were mailed to Elgin County and St. Thomas households the week of September 28.

The study is part of a University of Guelph research project on how the COVID-19 pandemic has impacted rural and small urban communities across Ontario. Elgin County and St. Thomas municipal and community partners will receive study results and data for use in program planning and COVID-19 recovery initiatives, particularly those that relate to housing, mental health and addictions support, and income and food security.

## **County Operations:**

The Elgin County Administration Building is now open to the public and Administration staff have returned to in-office work. Visitors are required to enter through the centre front door, provide their contact information, undergo a COVID-19 screening, and wear

a face covering. Residents are also able to receive service by email or telephone between the hours of 8:30 a.m. and 4:30 p.m. All staff and visitors to the Administration Building are screened for COVID-19 upon entry. The Museum and Archives are open to the public for in-person visits. All ten Elgin County Library branches are providing Curbside Plus services, as well as use of computers and photocopying / printing services. Libraries are providing enhanced in-branch services including materials browsing and an increase in branch capacity. POA is open to the public. Payments can also be made virtually or by phone. In Elgin's Long-Term Care Homes, Residents are now permitted to go on day and overnight absences regardless of immunization status, and are required to have a laboratory-based PCR COVID-19 test upon return. Fully immunized individuals who are asymptomatic are no longer required to have surveillance testing done before entering the Long-Term Care Home; however, they are required to show proof of vaccination at each visit. Partial or unimmunized caregivers visiting the home are required to have Rapid Antigen Tests performed.

#### **Events/Meetings Attended by Warden:**

- Warden's Charity Golf Tournament (September 2)
- Southwestern Public Health Municipal Partner Calls (September 9, 23)
- Connectivity Committee Meeting (September 9)
- STEHBA General Meeting (September 14)
- Elgin County Council (September 14, 28)
- Child Cancer Awareness Flag Raising (September 14)
- Middlesex County Golf Tournament (September 16)
- Royal Oak Seniors Living Grand Opening (September 18)
- National Day for Truth and Reconciliation (September 30)
- Meeting with Dutton Dunwich Mayor and CAO (September 13)
- Meeting with Malahide Mayor and CAO (September 15)
- Meeting with Bayham Mayor and CAO (September 27)

#### **FINANCIAL IMPLICATIONS:**

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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:

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

**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:

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

## COMMUNICATION REQUIREMENTS:

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

## CONCLUSION:

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The increase in fully-vaccinated individuals has slowed the spread of COVID-19 in Ontario; however, we are seeing the rise of cases and hospitalizations in other jurisdictions across the Country. It is important that as we transition into cooler months and people spend more time indoors that we continue to adhere to public health guidelines related to face coverings, social distancing, hand hygiene and gathering limits.



All of which is Respectfully Submitted

Warden Tom Marks



## REPORT TO COUNTY COUNCIL

**FROM:** Michele Harris, Director of Homes and Seniors Services

**DATE:** October 6, 2021

**SUBJECT:** Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 and 2.23 Pandemic Prevention and Control – Staff Testing; and Administration Policy 1.35 Visitors and Resident Absences During a Pandemic

### RECOMMENDATIONS:

THAT the report titled “Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 and 2.23 Pandemic Prevention and Control – Staff Testing; and Administration Policy 1.35 Visitors and Resident Absences During a Pandemic” dated October 6, 2021 be received and filed; and,

THAT Council approve the adoption of the “Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 and 2.23 Pandemic Prevention and Control – Staff Testing; and Administration Policy 1.35 Visitors and Resident Absences During a Pandemic” policy changes.

### INTRODUCTION:

Ministry of Long-Term Care (MLTC) directives provide direction related to COVID-19 immunization and testing (rapid antigen and PCR) for staff, residents and essential caregivers/general visitors; and for visiting/absences within Long-Term Care Homes.

### DISCUSSION:

On September 28, 2021 Council approved updates to the Homes Infection Control policy 2.10 “Immunization – Staff COVID-19” to include mandatory full COVID-19 immunization of all staff, students and volunteers by November 30, 2021.

On October 1, 2021, the MLTC issued an updated directive and policy regarding COVID-19 immunization which included the following requirements effective **November 15, 2021**:

- All staff, students, support workers and volunteers must:
  - Provide proof of full (all required doses) COVID-19 vaccination **OR**
  - Provide proof of valid medical exemption and the effective time period for the medical reason.
  - All staff, students, support workers and volunteers who choose not to show such proof by the deadline will not be permitted to enter the home to work, train or volunteer.
  - The definition of fully immunized has been updated to reflect requirements related to vaccines that some individuals may have received out-of-country that are not approved by Health Canada.
  - New staff, students, support workers and volunteers must provide proof of full vaccination or provide proof of valid medical exemption and effective time period.

Additionally, the “Minister’s Directive: COVID-19: Long-term care surveillance testing and access to homes” has also been updated to include the introduction of randomized rapid antigen testing for fully immunized individuals. This change will be effective October 15, 2021, and the Homes have a plan in place to operationalize this requirement.

The MLTC “COVID-19 Guidance Document for LTCHs in Ontario” was updated September 3, 2021, and, as such, minor revisions to the Homes Administration policy 1.35 Visitors and Resident Absences During a Pandemic have been made. The updates to the document reflect changes including, but not limited to, the number of visitors permitted, screening, testing, absences and isolation requirements; all of which have been fully implemented as required.

## **FINANCIAL IMPLICATIONS:**

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Although continued gradual improvement has been noted in staff immunization rates, mandatory immunization of existing staff, based on current staff immunization rates continues to have a potential to impact both the Homes operating budget; and the quality of resident care and services in the County’s three long-term care homes. The Homes management team are working closely with the Human Resources department to implement a staffing plan to support any potential staffing impacts, and, to support quality resident care and services.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

**Additional Comments:****LOCAL MUNICIPAL PARTNER IMPACT:**

Communications received to date from residents and families remain supportive of the required COVID-19 testing; and, the implementation of a mandatory vaccination policy for staff, students, support workers and volunteers to the Homes.

**COMMUNICATION REQUIREMENTS:**

Updates to the Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 and 2.23 Pandemic Prevention and Control – Staff Testing; and Administration Policy 1.35 Visitors and Resident Absences During a Pandemic” will be placed on Surge learning for all staff and communicated to resident and family council.

**CONCLUSION:**

The Homes “Infection Control Policy 2.10 – Immunization – Staff COVID-19 and 2.23 Pandemic Prevention and Control – Staff Testing; and Administration Policy 1.35 Visitors and Resident Absences During a Pandemic” policy updates align with ministry directives and guidance documents.



Staff has developed plans to operationalize and implement the required ministry directives.

All of which is Respectfully Submitted

Approved for Submission

Michele Harris  
Director of Homes and Seniors Services

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## HOMES AND SENIORS SERVICES

### **POLICY & PROCEDURE NUMBER: 2.10**

**DEPARTMENT:** *Infection Control*

**SUBJECT:** *Immunization – Staff COVID-19*

**APPROVAL DATE:** June 2021

**REVISION DATE:** September 2021; October 2021

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### **PURPOSE:**

The policy has been amended following its original version released June 2021.

The effective date of this policy is October 15, 2021.

The purpose of this policy is to outline Elgin County Homes expectations and requirements with regards to COVID-19 immunization of staff, student placements, support workers and volunteers.

Employers across Canada have a legal obligation under occupational health and safety legislation to provide their employees with safe workplaces and to take all reasonable precautions to protect employees from getting a work-related illness.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Achieving high immunization rates in Ontario's long-term care homes through vaccination is part of a range of measures and actions that can help prevent and limit the spread of COVID-19 in homes. Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, helps to reduce severe outcomes including hospitalizations and death due to COVID-19 in both residents and others who may be present in a long-term care home.

High rates of vaccination in our Homes is important to protect all person(s) who live, work and visit our Homes to help reduce the risk of outbreaks and the need to isolate residents. Isolation impacts residents' access to in-person social interaction, activities, and communal dining. The effects of isolation may be greater for residents who have dementia and/or cognitive impairment.

Medical experts in Canada and throughout the world have concluded, overwhelmingly, about the outstanding effectiveness of the COVID-19 vaccines in preventing serious illness and hospitalization. There is mounting evidence that vaccines reduce transmission of the virus. Recent data has indicated that the vast majority of new COVID-19 cases are those who are



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unvaccinated and/or partially vaccinated. Advice from Public Health officials in Canada as well as federal and provincial governments has been to get vaccinated.

Protection of our vulnerable residents is of paramount importance and the participation in COVID-19 vaccination is strongly encouraged for our staff. Given the nature of our work with a vulnerable senior population and our responsibility to ensure a safe workplace for staff, students and volunteers, we have an obligation to ensure that we are protecting everyone in our Homes from COVID-19 infections and therefore are following Ministry of Long-Term Care Directive #3, and, implementing a **mandatory COVID-19 policy** for anyone engaging in work (staff, students, support workers and volunteers) in our Homes.

### **Mandatory Vaccination**

**Effective November 15, 2021, all staff, student placements, support workers and volunteers are required to provide proof that they have received all required doses of a COVID-19 vaccine, or proof of a valid medical contraindication. Individuals who choose not to show proof by the deadline will not be permitted to enter the Home to work, train or volunteer.**

In partnership with Southwestern Public Health, Elgin County Homes will provide support for COVID-19 vaccination to staff members as protection for residents and staff, and to ensure appropriate staffing availability for resident care.

### **APPLICATION OF THE POLICY:**

Regardless of how often they are at the long-term care home and how much time they spend there, this policy applies to:

- workers (including employees, persons on contract), and people employed by an employment agency or other third party
- students on an educational placement at the home
- volunteers
- support workers (Support workers attending the Home for emergency or palliative situations, to provide timely medical care or for the purposes of making a delivery are not required to provide proof of vaccination prior to entering the Home)
- any corporate internal support department staff (e.g. Human Resources, IT, etc.) working in or providing services to the Long-Term Care Homes.



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For the purposes of this Policy, an individual is considered fully immunized against COVID-19 if they have received:

- the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
- one or two doses of a COVID-19 mRNA vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- three doses of a COVID-19 vaccine not authorized by Health Canada, and
- they received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated

Please be advised that the definition of fully vaccinated will be amended to include the requirement for additional doses or booster shots as recommended and approved by Health Canada.

Notwithstanding that an individual is fully vaccinated, they are still required to adhere to applicable testing and personal protective equipment, or other such requirements mandated by ministry, public health authorities and/or County of Elgin Homes.

If, and when, new or amended government directives are issued or alternatives to vaccinations are developed and then approved for use by Health Canada as being effective to protect individuals against COVID-19 (e.g. oral antiviral medications, etc.) this policy shall be reviewed and revised/updated as appropriate.

### **PROCEDURE:**

#### Mandatory COVID-19 Immunization Requirements – Existing Staff, Students, Support Workers and Volunteers

- It is important that all person(s) have the required information/education to make an informed decision about whether to receive a COVID-19 vaccine. In order to ensure that all person(s) subject to this policy are adequately educated about this policy, COVID-19 and the COVID-19 vaccine(s), educational materials/resources will be available and promoted within the Homes.



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- All staff, students, support workers and volunteers are required to be fully vaccinated (subject only to legitimate established exemptions of a medical nature).
- **Effective November 15, 2021, all staff, student placements, support workers and volunteers are required to provide proof that they have received all required doses of a COVID-19 vaccine, or proof of a valid medical contraindication.**
- All employees are required to complete vaccination and submit acceptable written proof of being fully vaccinated to the Manager of Resident Care. The Manager of Resident Care will update the Vaccination Status portal for all Home staff and forward any medical exemption requests (that include the effective time period for the medical exemption) to Human Resources.
- **The first dose of vaccine is required by October 17, 2021 with the second dose being completed by November 15, 2021.**
- Notwithstanding that an employee is fully vaccinated, they are still required to adhere to applicable testing and personal protective equipment requirements mandated by Public Health, MLTC Directive #3 and in accordance with County of Elgin Homes policy.
- Where an existing staff member, student, support worker or volunteer cannot be vaccinated due to a legitimate established medical reason (as approved by the Human Resources department), County of Elgin Human Resources department and Homes management will work with the individual to accommodate pursuant to the organizational accommodation policy and procedure.  
To best meet the health and safety requirements of the individual, the exempt individual will be required to:
  - Wear appropriate personal protective equipment (PPE) – including, but not limited to, mask and face shield/protective eyewear even after such precautions are no longer mandated by applicable public health authorities; and,
  - Submit to daily (every shift) rapid antigen COVID-19 testing, even after such precautions are no longer mandated by applicable public health authorities
  - These precautions will be required until the employee provides evidence to the Manager of Resident Care that they are fully vaccinated.



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- In accordance with Elgin County Homes and Human Resources policies, collective agreements and applicable legislation and directives, failure to meet the above mandated requirements by November 15, 2021 shall result in staff, student, volunteer access to the Home being removed and, staff to be placed on an unpaid leave, until such time as the mandated requirements are met.
- Additionally, exempt persons who fail to adhere and/or comply with any of the measures outlined above will be placed on unpaid leave until they comply.
- The Home will reimburse the staff member for such expense incurred in obtaining and providing written proof of medical exemption by a physician and/or Registered Nurse in extended class. If the effective time period of a medical reason provided has expired, Elgin County Homes management shall ensure, within 10 days of the medical reason expiring, that the individual provides proof of vaccination.
- For individuals who have received the first dose of a two-dose COVID-19 vaccination series and have provided proof to Elgin County Homes, they shall:
  - Agree in writing that they will receive their second dose by a mutually agreed upon date and, provide proof of administration of the second dose by November 15, 2021,
  - Wear appropriate personal protective equipment (PPE) – mask and face shield/protective eyewear even after such precautions are no longer mandated by applicable public health authorities; and,
  - Submit to daily (every shift) rapid antigen COVID-19 testing, even after such precautions are no longer mandated by applicable public health authorities
  - Be required to wear the above PPE and submit to daily (every shift) rapid testing until such time as they provide evidence of full vaccination (within the agreed upon timeline)
- The Educational program is mandatory for all staff, students and volunteers that provide written proof of approved medical exemption for COVID-19 vaccination. The educational program will be available to all persons to support informed decision making related to COVID-19 vaccination and will include the following:



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- a. How COVID-19 vaccines work
  - b. Vaccine safety related to the development of the COVID-19 vaccines
  - c. The benefits of vaccination against COVID-19
  - d. Risks of not being vaccinated against COVID-19
  - e. Possible side effects of COVID-19 vaccination
- While we will respect staff, students, support workers and volunteer’s decision about vaccination, we strongly encourage all person(s) working in, or otherwise attending, our Homes to help protect everyone by getting vaccinated.
  - Elgin County Homes are committed to supporting access to vaccination. As such, on-site COVID-19 vaccination clinic(s), where sanctioned by the Homes Medical Director and/or Southwestern Public Health (Medial Officer of Health) through a signed medical directive, will be provided for staff members who have provided informed consent.
  - The nurse giving the injections may administer the COVID-19 vaccine to eligible County of Elgin staff members according to the applicable manufacturer’s instructions after performing a health assessment, reviewing contraindications and receiving informed consent. Adrenaline 1:1000 IU 1 ml will be available on the injection tray in case of adverse reaction. Registered staff to understand and be able to apply the medical directive for dosage of Adrenaline prior to vaccination.
  - A list of immunized staff will be compiled in each Home by the Manager of Resident Care.
  - Staff members who receive their vaccine at the Home will be recorded on the list of immunized staff members in each Home. A record of immunization will be provided by the Home.

### Mandatory Vaccination – New Hires, Student Placements, Support Workers and Volunteers

- New student placements, volunteers, support workers and staff members hired after July 1, 2021, will, prior to commencement of placement/work, be required to be provide proof of full COVID-19 vaccine administration, or provide written proof of a valid medical



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reason, provided by either a physician or registered nurse in the extended class, that sets out:

- a. that the person cannot be vaccinated against COVID-19; and
- b. the effective time period for the medical reason; and they
- c. Must comply with all PPE and rapid antigen testing requirements as outlined above

### **COMPLIANCE**

1. Employees who refuse to adhere and/or comply with any of the measures outlined above will be excluded from work without pay until they are able to fulfill the requirements of this policy.

2. New hires, students, support workers, volunteers, independent operators and individuals employed by an employment agency or third-party provider who refuse to adhere and/or comply with any of the measures outlined above will be denied further access to the Home and as applicable their placement will cease.

- This policy shall be communicated to all existing staff (including, but not limited to, Surge learning), student placements, support workers, and volunteers, and a copy of the policy shall be made available to residents and families.
- Elgin County Homes shall comply with all statistical information collection and disclose in aggregate form (without any identifying information) to Ministry of Long-Term Care as set out by the ministry.

### *References/Resources:*

- MLTC Minister's Directive: Long- Term Care Home COVID-19 Immunization Policy, October 1, 2021
- MLTC Resource Guide Minister's Directive: Long- Term Care Home COVID-19 Immunization Policy Version 6, October 1, 2021

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- Directive #3, COVID-19 Guidance Document for LTCHs, and Rapid Testing Merged FAQs, September 28, 2021
- About COVID-19 Vaccines (Ontario Ministry of Health)
- COVID-19 Vaccine Information Sheet (Ontario Ministry of Health)
- **\*\*bilingual\*\*** Building Confidence in Vaccines [English] and Accroître la confiance à l'égard des vaccins [French] (Public Health Ontario)
- Communicating effectively about immunization: Canadian Immunization Guide (Government of Canada)
- **\*\*multilingual\*\*** Coronavirus disease (COVID-19): Awareness resources (Government of Canada)
- COVID-19 Info (Immunize Canada)
- **\*\*bilingual\*\*** COVID-19 vaccines and workplace health and safety: Learn how COVID-19 vaccines help protect you and make your workplace safer [English] and Les vaccins contre la COVID-19 et la santé et la sécurité au travail: Découvrez comment les vaccins contre la COVID-19 contribuent à vous protéger et à rendre votre lieu de travail plus sécuritaire [French] (Ontario Ministry of Labour, Training and Skills Development)
- COVID-19: Vaccines | Centre for Effective Practice - Digital Tools (Centre for Effective Practice)
- COVID-19 Vaccines Explained (World Health Organization)
- **\*\*multilingual\*\*** COVID-19: Vaccine Resources and in American Sign Language (City of Toronto)
- **\*\*multilingual\*\*** Documents multilingues sur la vaccination contre la COVID-19 (Alliance des communautés culturelles pour l'égalité dans la santé et les services sociaux)
- Gashkiwidoon toolkit: covid-19 vaccine implementation (Indigenous Primary Health Care Council)
- **\*\*multilingual\*\*** LTC COVID-19 Vaccine Promotion Toolkit (Ministry of Long-Term Care)
- Ontario's doctors answer COVID-19 vaccine questions (Ontario Medical Association)
- Tools to Boost Vaccine Confidence in LTC Teams (Ontario Centres for Learning, Research and Innovation in Long-Term Care)
- Updates on COVID-19 (National Collaborating Centre for Indigenous Health)



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### **PURPOSE:**

The health and safety of workers is a priority at all times, especially during a pandemic (e.g. COVID-19 coronavirus). This priority includes protecting staff from exposure to infectious diseases at work.

To provide a safe environment for both staff and residents, all staff shall be tested as directed by Ontario Health and/or Ministry of Long-Term Care and any other applicable legislative authority.

Testing of staff is key during a pandemic, as the sooner cases can be identified, the better positioned health care organizations are to contain them, and, ultimately save lives of staff, residents and their families.

### **PROCEDURE:**

1. Elgin County Homes will follow the direction and recommendations of Ontario Health, Ministry of Long-Term Care and other applicable legislative authorities in regards to the testing of staff (frontline workers, management, food service workers, contracted workers, etc.). Testing will be as directed by the ministry and/or Ontario Health and may include the following: rapid antigen testing, PCR testing.
2. Information provided by Ontario Health and/or Ministry of Long-Term Care and any other applicable legislative authority regarding staff testing requirements, and this policy, will be made available in the workplace.
3. Education regarding the occupational expectation and requirements of this policy will be provided upon implementation, time of hire, annually, and as required (e.g. with changes in directives).
4. Where feasible, on-site testing will be made available; otherwise Elgin County Homes will identify alternative approaches (e.g. local assessment centres, etc.) to support required testing.



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5. Staff testing during a pandemic is mandatory.
6. Specific requirements related to intervals of testing will be as per Ontario Health and/or Ministry of Long-Term Care and any other applicable legislative authority direction; and, will be communicated to staff upon notification to the licensee.
7. All new hires, and staff members returning to work after an absence (maternity/parental leave, short term disability or long-term disability, etc.) should be tested as per ministry and/or Ontario Health/public health directive(s) prior to their start/return to work date to ensure the safety of both their colleagues and residents.
8. If required, long-term care Home staff may get PCR tested at any assessment centre. A long-term care home specific requisition (assigned staff investigation number INV) may be required for each test.
9. The clinician (physician, nurse practitioner, paramedic, registered nurse or registered practical nurse) performing the test is required to obtain consent from the staff member.
10. Any positive test results will be sent to the local public health unit for case management. Local public health units will notify the long-term care (LTC) home of any positive results.
11. If an employer is advised that a worker has tested positive due to exposure at the workplace, or that a claim has been filed with the workplace safety and insurance board (WSIB), the employer is required to give notice in writing within four (4) days to:
  - a. The Ministry of Labour, Training and Skills Development
  - b. The workplace Joint Health and Safety Committee or a health and safety worker representative
  - c. The worker's trade union (if applicable)

Additionally, the employer must report any instances of occupationally acquired illnesses to WSIB within three (3) days of receiving notification of said illness.



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12. The health and safety of workers is a top concern during a pandemic. Testing results help employers protect both staff and residents from exposure to infectious diseases while on the job. Homes are required to implement policies and procedures, including those related to staff refusal, in order to protect the health and safety of staff and residents.
13. Testing is conducted at a point in time as directed by Ontario Health and/or Ministry of Long-Term Care and any other applicable legislative authority. In the case of COVID-19, existing literature indicates that the incubation period (the time from exposure to development of symptoms) ranges from 2-14 days. Retesting is necessary because the virus may not be detectable when the person was originally tested. In addition, the person may have come into contact with an infected person (who was symptomatic or asymptomatic) to the virus in the time after the earlier test.
14. Where possible, LTC homes are to keep statistical information regarding the number of staff tested and the dates on which testing was conducted.
15. Staff members who refuse to be tested are required to meet with the Administrator, departmental manager, and union (if applicable). The meeting will include education regarding the purpose of staff testing, directives and staff informing the employer of the reason(s) for refusal and discussion regarding next steps. The meeting will be documented and a letter outlining the discussion details provided to the staff member.
16. If a staff member continues to refuse testing following the meeting, the staff member will be provided with the following direction:
  - a. If citing medical reasons, the staff member is to contact their attending physician and schedule an appointment within seven (7) days to determine potential options to support the required testing (e.g. medication, alternate testing options, etc.) Supporting documentation will be provided by the employer for the Physician.
  - b. Staff member must receive testing within the directed timeframe



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- c. Failure to receive testing within the directed timeframe, or provide substantiation that is acceptable to the employer, will result in the following:
  - i. Staff member will not be permitted to work until the staff member receives testing (and provides evidence of testing) within the required timelines;
  - ii. Staff member will be placed on an unpaid leave of absence;
  - iii. Disciplinary action as deemed appropriate by the employer, up to and including termination (may be deemed position abandonment)
- 17. Pregnancy is not considered a contraindication for testing.
- 18. When a pandemic outbreak in a long-term care home is confirmed by the Medical Officer of Health (MOH), all applicable staff will be required to be tested as directed by the MOH and public health.
- 19. The choice of test should be a clinical decision to be made by the health care provider. Testing measures may include, but not limited to:
  - a. Nasopharyngeal (NP) swab is the best choice for testing and provides the most accurate results.
  - b. Deep nasal swabs
  - c. Anterior nasal swabs
  - d. Throat swabs

#### *References:*

1. *Ministry of Long-Term Care July 16, 2020 “COVID-19 Testing for Long-Term Care Home Staff”*
2. *Ontario Health “COVID-19 Surveillance Testing -Frequently Asked Questions Regarding Long-Term Care Homes Staff Testing*
3. *Ministry of Health COVID-19 Guidance: Considerations for Antigen Point-of-Care Testing, Version 4, March 19, 2021*



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4. *Minister's Directive: COVID-19: Long-Term Care Home Surveillance Testing and Access to Homes, October 15, 2021*
5. *Ministry of Long-Term Care Directive #3, COVID-19 Guidance Document for LTCHs, and Rapid Testing Merged FAQs, September 28, 2021*

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## HOMES AND SENIORS SERVICES

**POLICY & PROCEDURE NUMBER: 1.35**

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Absences During a Pandemic*

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### **POLICY:**

During a pandemic (e.g. COVID-19), visits to the Home, and absences from the Home, will be guided by ministry directives (e.g. COVID-19 Directive #3), Long-Term Care Home Act, 2007 and related legislation, and local/regional public health unit guidance (including consideration to local disease transmission and activity).

### **PURPOSE:**

To provide opportunities for visitors to attend the Home, and residents to leave the Home, while ensuring the safety of residents and staff during a pandemic.

### Guiding Principles:

This policy is guided by the following principles:

- **Safety** – Any approach to visiting must balance the health and safety needs of residents, staff, and visitors, and ensure risks are mitigated.
- **Emotional Well-Being** – Allowing visitors is intended to support the emotional well-being of residents by reducing any potential negative impacts related to social isolation.
- **Equitable Access** – All residents must be given equitable access to receive visitors, consistent with their preferences and within reasonable restrictions that safeguard residents.
- **Flexibility** – The physical/infrastructure characteristics of the home, its staffing availability, whether the home is in an outbreak and the current status of the home with respect to personal protective equipment (PPE) are all variables considered in the development of this policy.
- **Equality** – Residents have the right to choose their visitors. In addition, residents and/or their substitute decision-makers have the right to designate caregivers.

Visitors should consider their personal health and susceptibility to the virus in determining whether visiting a LTC home is appropriate. Further, Homes will maintain a list of visitors that is available for staff to access.



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### **PROCEDURE:**

#### **1. Short Stay Absence Guidelines:**

- Residents may leave the Home's property for a short stay absence for health care-related, social or other reasons
- Does not include overnight stay, with the exception of a single-night emergency room visit
- The Home requests that short stay absences be communicated to the Home in advance of the absence. For a risk assessment to be completed, it is recommended this communication include the nature of the absence, the date of the absence, duration, the location(s) where the resident will be going; and the individuals the resident will be interacting with
- If the planned absence is deemed to put the resident at risk for exposure, the family member/friend will be asked to make alternative arrangements for the short stay absence
- For those residents capable of making their own decisions regarding a short stay absence, the resident must agree to the absence
- All family members or friends must self-screen for COVID-19 symptoms prior to picking up the resident. If family members/friends fail the self-screen, the outing must be rescheduled
- Any individual who is unable to show proof of full vaccination and is taking the resident out will be required to participate in rapid antigen testing with a negative result prior to the outing
- Family member(s)/friend(s) arriving at the Home will be actively screened prior to the commencement of a short stay absence
- Once the family member(s)/friend(s) have passed active screening, the resident will be brought to the front entrance/lobby by Home staff/the visitor
- Resident must pass active screening prior to leaving the Home for a short stay absence
- Resident must be provided with a medical mask to be worn at all times when outside of the home (if tolerated)
- Medications provided as per pharmacy leave of absence policy
- Residents, family and friends are to be reminded about the importance of public health measures including physical distancing, hand hygiene, mask etiquette, respiratory etiquette, social circles, etc.



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- Upon return to the home, the resident must be actively screened but is not required to self-isolate (unless any high-risk activity/symptoms/known exposure during short stay absence)
  - Any care packages/items returned with the resident must follow guidelines – i.e. no homemade food, fresh fruit or vegetables; and, all items must be presented to the screener for disinfection, etc.
  - The Home reserves the right to cancel any future requests for short stay absences should it be deemed that the resident and/or the responsible family member are not following public health/ministry standards which potentially puts the resident at risk for exposure
  - Short stay absences will be cancelled in the event of an outbreak at the Home and/or as per ministry/public health direction

### 2. Temporary Absence Guidelines:

- Residents may leave the Home's property for a temporary absence (one or more nights) for personal reasons
- Temporary absences must be pre-arranged/scheduled at least 5 days in advance of the absence; and must include the nature of the absence, the date of departure, duration, location(s) where the resident will be going; and the individuals the resident will be interacting with
- Medications provided as per pharmacy leave of absence policy
- Homes management (Manager of Resident Care/designate) must review and approve all temporary absences based on a case by case risk assessment considering, but not limited to, the following:
  - The Home's ability to support applicable self-isolation upon the resident's return
  - Local disease transmission and activity
  - The risk associated with the planned activities that will be undertaken by the resident while out of the Home
  - The resident's ability to comply with local and provincial policies/bylaws
- If the Home denies a temporary absence request, the Home will communicate to the resident/substitute decision maker in writing, including the rationale for the decision
- For those residents capable of making their own decisions regarding a temporary absence, the resident must agree to the absence, and the applicable self-isolation upon return to the Home



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- All family members or friends must self-screen for COVID-19 symptoms prior to picking up the resident. If family members/friends fail the self-screen, the outing must be rescheduled
  - Any individual who is unable to show proof of vaccination and is taking the resident out will be required to participate in rapid antigen testing with a negative result prior to the outing.
  - Resident must pass active screening prior to leaving the Home for a temporary absence
  - Resident must be provided with a medical mask to be worn at all times when outside of the home (if tolerated). Family members will be required to provide additional personal protective equipment as required during the temporary absence
  - Residents, family and friends are to be reminded about the importance of public health measures including physical distancing, hand hygiene, mask etiquette, respiratory etiquette, social circles, etc.
  - Upon return to the home, the resident must be actively screened and the resident will be required to self-isolate for the applicable timeframe
  - The resident will be required to be tested for COVID-19 as per ministry directives/public health guidelines, upon return from the temporary absence (or upon return to the Home if the resident is symptomatic/known exposure during temporary absence)
  - Any care packages/items returned with the resident must follow guidelines – i.e. no homemade food, fresh fruit or vegetables; and, all items must be presented to the screener for disinfection, etc.
  - The Home reserves the right to cancel any future requests for temporary absences should it be deemed that the resident and/or the responsible family member are not following public health/ministry standards which potentially puts the resident at risk for exposure
  - Temporary absences will be cancelled in the event of an outbreak at the Home and/or as per ministry/public health direction

### 3. Visiting Guidelines:

- Visits will be made available according to local/regional public health and provincial ministry guidelines/direction and will be offered equitably to all residents
- Types of visits may include: virtual, window, outdoor, and indoor
- Homes have the discretion to determine where general visits may be held (e.g. dedicated outdoor area, inside the resident's room, specified indoor area, etc.). In determining the location of visits, Homes will consider:



## HOMES AND SENIORS SERVICES

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- 
- Staffing capacity for transferring residents into and out of the visiting location, and escorting visitors to the visiting location
  - Space available in the location for physical distancing
  - Signage will be posted indicating maximum room/area capacity
  - Visitors are to visit one resident only and are not to interact with other residents/visitors of the Home
  - Visitors are provided with Infection Prevention and Control (IPAC) education on hand hygiene, physical distancing, mask etiquette
  - Visitors will be provided guidance related to movement throughout the Home; which may include staff escort to and from designated visit area(s)
  - Visitor washrooms are for emergency use only; and will be designated
  - Homes are not required to supervise visits but have the discretion to do so in order to manage health and safety during visits
  - Any supervision of visits should respect the resident's right to communicate in confidence, receive visitors of their choice and consult in private with any person without interference
  - Homes have the discretion to require visits by general visitors to be:
    - Scheduled in advance
    - Limited in time, provided the visit is at least 30 minutes, starting from the time the visitor and resident have arrived in the visiting area
    - Limited in frequency, provided a resident receives at least one visit per week
    - In any appropriate area of the Home (e.g. dedicated outdoor area, resident room, specified indoor area, etc.)
  - Homes have discretion to manage visits as appropriate to balance the safety of residents, staff, and visitors with the needs of the Home and its residents
  - All visitors to the Home (general, support, essential caregivers, etc.) must pass the screening upon entry to the Home; and, as applicable, must pass ministry/public health testing requirements/timelines (i.e. rapid antigen testing, PCR testing, etc.)

Non-adherence by Visitors:

- The following are procedures for responding to non-adherence by visitors in the Home:
  - Support visitors in understanding and adhering to the Home's visitor policy
  - Recognize visits as critical to supporting a resident's care needs and emotional well-being



## HOMES AND SENIORS SERVICES

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- 
- Consider the impact of discontinuing visits on the resident's clinical and emotional well-being
  - Reflect and be proportionate to the severity of the non-adherence
  - Where the Home ends a visit or temporarily prohibits a visitor, specifies any education/training the visitor may need to complete before visiting the Home again
  - Protect residents, staff and visitors in the Home from the risk of COVID-19

### Ending a Visit

- Homes may end a visit after repeated non-adherence, provided:
  - Home has explained the applicable requirement to the visitor
  - The visitor has been given sufficient time and resources to adhere to the requirement (e.g. there is sufficient space to physically distance)

### Temporarily Prohibiting a Visitor

- Homes have the discretion to temporarily prohibit a visitor in response to repeated and flagrant non-adherence with the Home's visitor policy. In exercising this discretion, Homes should consider whether the non-adherence:
  - Can be resolved successfully by explaining and demonstrating how the visitor can adhere to the requirements
  - Is within requirements that align with instruction in Directive #3 and guidance in this policy
  - Negatively impacts the health and safety of residents, staff and other visitors in the home
  - Is demonstrated continuously by the visitor over multiple visits
  - Is by a visitor whose previous visits have been ended by the home

### Any decision to temporarily prohibit a visitor should:

- Be made only after all other reasonable efforts to maintain safety during visits have been exhausted
- Stipulate a reasonable length of the prohibition
- Clearly identify what requirements the visitor should meet before resuming visits (e.g. reviewing the Home's visitor policy, reviewing Public Health Ontario resources, etc.)
- Be documented by the Home



## HOMES AND SENIORS SERVICES

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- 
- Where the Home has temporarily prohibited a caregiver, the resident and/or their SDM may need to designate an alternate individual as caregiver to help meet the resident's care needs.
  
  - **Essential visitors**
    - Essential visitors defined as including a person performing essential support services (e.g. food delivery, inspector, maintenance, or health care services (e.g. phlebotomy) or a person visiting a very ill or palliative resident
    - Essential visitors include support workers and caregivers. However, an essential visitor does not need to be a support worker or caregiver, as long as they meet the definition
    - Support worker is a type of essential visitor who is visiting to perform essential support services for the Home or for a resident at the Home (physicians, nurse practitioners, maintenance workers or a person delivering food, provided they are not staff of the Home as defined within the Long-Term Care Home Act)
    - Caregiver is a type of essential visitor who is
      - Designated by the resident and/or their substitute decision maker; and
      - Visiting to provide direct care to the resident (e.g. supporting feeding, mobility, personal hygiene, cognitive stimulation, communication, meaningful connection and assistance in decision making)
      - Examples of caregivers include family members who provide meaningful connection, a privately hired caregiver, paid companions and translators
    - The ministry is not limiting the number of caregivers a resident may designate at a time
    - Caregivers must be at least 18 years of age
    - The decision to designate an individual as a caregiver is entirely the decision of the resident and/or their substitute decision-maker (SDM)
    - Caregiver designations must be requested in writing and will be documented
    - A resident and/or their SDM may change a designation in response to a change in the resident's care needs that is reflected in the plan of care; availability of a designated caregiver, either temporary (e.g. illness) or permanent
    - While there are no limitations on the number of visitors who can visit a resident, either indoors or outdoors, the Home should ensure there is the ability for adequate physical distancing between groups and persons (as required) and that public health measures are being followed



## HOMES AND SENIORS SERVICES

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- 
- One essential visitor may be permitted if the Home is in outbreak, or, the resident is self-isolating or symptomatic pending the direction of local public health
  - Where a support person requires immediate access to the Home in an emergency situation, the Home does not need to ask for a verbal attestation for a negative COVID-19 test result
  - Homes are responsible for providing surgical/procedure masks, gloves, gowns, and eye protection (i.e. Face shield or goggles) for essential visitors as required
  - **General Visitors**
    - A general visitor is a person who is not an essential visitor and is visiting:
      - To provide non-essential services, who may or may not be hired by the Home or the resident and/or their substitute decision-maker; and/or
      - For social reasons (e.g. family member or friends) that the resident or their substitute decision-maker assess as different from direct care, including care related to cognitive stimulation, meaningful connection, and relational continuity
    - While there are no limitations on the number of visitors who can visit a resident, either indoors or outdoors, the Home should ensure there is the ability for adequate physical distancing between groups and persons (as required) and that public health measures are being followed.
    - General visitors younger than 14 years of age should be accompanied by an adult
    - General visitors are not permitted if the Home is in outbreak or the resident is self-isolating or symptomatic
  - Prior to visiting any resident for the first time, monthly, and as required/identified, the Home will provide training to caregivers that addresses how to safely provide direct care, including putting on and taking off required personal protective equipment (PPE) and hand hygiene
  - Homes may not require a person visiting an ill or palliative resident to verbally attest to a negative COVID-19 test result given the urgency of the situation
  - Homes are responsible for providing surgical/procedure masks for general visitors for indoor visits
  - General visitors are responsible for bringing their own cloth mask or face covering for outdoor visits



**HOMES AND SENIORS SERVICES**

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**Screening Measures for Visitors**

Measures	Applicable To
Active screening on entry for symptoms and exposures for COVID-19, including temperature checks	All types of visitors, including short stay and temporary absences
Attest to not be experiencing any of the typical and atypical symptoms	All types of visitors, including short stay and temporary absences
Provide evidence and/or consent to required pandemic related testing (e.g. rapid antigen, etc.) to the Home that they have tested negative for COVID-19 within the required ministry directives/public health guidelines and, not subsequently tested positive	Support workers Caregivers General visitors visiting indoors Individual picking resident up for short stay and temporary absences
Verbally attest that, in the last 14 days, they have not visited another home in an outbreak or a resident who is self-isolating or symptomatic	Caregivers General visitors – indoor and outdoor Individual picking resident up for short stay and temporary absences
Prior to visiting any resident for the first time, and at least once every month thereafter, verbally attest to the Home that they have read/re-read the Home’s visitor policy	All types of visitors; including individuals taking resident out for short stay and temporary absences

- **Education**
- Public Health Ontario resources should be made available as education on Infection Prevention and Control (IPAC) and Personal Protective Equipment (PPE) as follows:

Caregivers	General Visitors
Document: Recommended steps: Putting on PPE	Document: Recommended steps: Putting on PPE
Video: Putting on Full PPE	Video: Putting on One-Piece Facial Protection



**HOMES AND SENIORS SERVICES**

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**DEPARTMENT:** *Administration*

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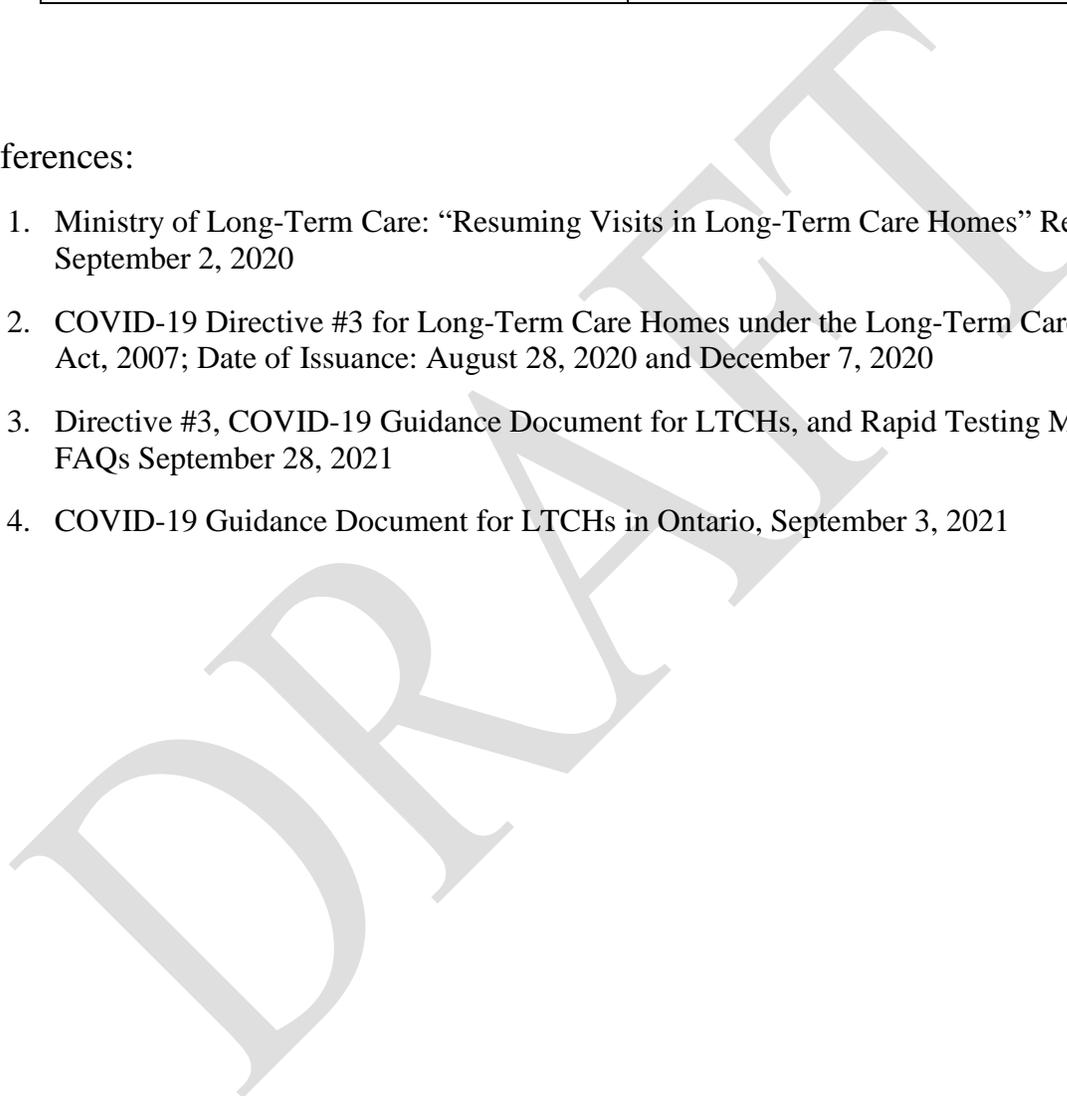
**APPROVAL DATE:** September 2020  
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Video: Taking off Full PPE	Video: Taking off One-Piece Facial Protection
Video: How to Hand Wash	Video: How to Hand Wash

**References:**

1. Ministry of Long-Term Care: “Resuming Visits in Long-Term Care Homes” Released September 2, 2020
2. COVID-19 Directive #3 for Long-Term Care Homes under the Long-Term Care Homes Act, 2007; Date of Issuance: August 28, 2020 and December 7, 2020
3. Directive #3, COVID-19 Guidance Document for LTCHs, and Rapid Testing Merged FAQs September 28, 2021
4. COVID-19 Guidance Document for LTCHs in Ontario, September 3, 2021





## REPORT TO COUNTY COUNCIL

**FROM:** Jeff VanRybroeck, Fire Training Officer/  
Community Emergency Management Coordinator

Julie Gonyou, Chief Administrative Officer

**DATE:** October 6, 2021

**SUBJECT:** Elgin Middlesex Regional Fire School  
Update

### RECOMMENDATION:

THAT the October 6, 2021, report titled, Elgin Middlesex Regional Fire School Update submitted by the Fire Training Officer/ Community Emergency Management Coordinator be received and filed for information.

### INTRODUCTION:

#### Fire Training Officer Cost Sharing Agreement

In June 2020, Elgin County executed a Fire Training Officer Cost Sharing Agreement with five (5) of Elgin's Local Municipal Partners (LMPs) for the delivery of Fire Training Services including, but not limited to, development, coordination, and delivery of all mandatory National Fire Protection Association (NFPA) / Provincial training.

Municipalities include:

- Municipality of Bayham
- Municipality of Dutton Dunwich
- Township of Malahide
- Township of Southwold
- Municipality of West Elgin

In August 2021, Elgin County executed the Fire Training Officer Cost Sharing Agreement with the Municipality of Central Elgin.

#### Regional Fire Training Centre

In May 2021, following the closure of the Ontario Fire College in Gravenhurst, the County of Elgin was designated as a Regional Fire Training Centre (RFTC) by the



Ontario government and executed a Memorandum of Understanding (MOU) with the Ontario Fire College. The establishment of a Regional Fire Training Centre aligns with the province's plan to create regional training centres in locations across the province.

Elgin County Council executed a Memorandum of Understanding (MOU) with the Ontario Fire College to establish a RFTC in Elgin County. The establishment of a RFTC is the County's next step in expanding training for local Fire Departments.

While the primary focus of the RFTC will be training firefighters from Elgin County, the courses will be open to firefighters from neighbouring services including Middlesex County. Sixteen (16) local Fire Departments endorsed the County's application for a RFTC and are looking forward to participating in Elgin's training offerings in 2021-2022. The RFTC will allow for the delivery of training programs that are cost-effective and standardized.

## **DISCUSSION:**

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### **Overview**

While official delivery of Ontario Fire College courses will not begin in Elgin County until April of 2022, the delivery of NFPA compliant courses began mid-2021 to support our local Municipalities with their Fire Service's certification needs.

In light of changes in the Ontario fire service from the Ontario Fire Service Standards to the NFPA standards, a need has arisen for quality training that meets the applicable NFPA Standards. Recognizing the need for qualified courses within the area, a proposal was submitted to the Ontario government to form a regionalized fire centre in Elgin County offering numerous disciplines that meet the NFPA standard. The application to establish a RFTC was supported initially by twelve (12) area fire departments with four (4) additional joining a short time later. The area departments were primarily from Elgin County and Middlesex County and, as such, Elgin County Council consented to naming the centre the Elgin Middlesex Regional Fire School.

Training programs include instruction both within a classroom setting and outside of the classroom. Each student is evaluated with exams and job performance requirements designed to test the requisite knowledge and skills as required to achieve NFPA Standards. The program's focus includes an educational experience that combines theoretical work with the real-life experiences of highly qualified instructors. All instructors are certified with NFPA 1041 Fire Service Instructor Level credentials and all courses are designed to meet the complex needs of current and future volunteer fire services with a focus on efficient and effective methods of program/training delivery.

The training programs ensure students have both a solid foundation and an opportunity for enhanced education and certification.

Elgin Middlesex Regional Fire School courses meet or exceed the standards designed by NFPA (where applicable). Upon completion, all students receive an official certificate from the Elgin Middlesex Regional Fire School and can proceed with the Office of the Fire Marshal and Emergency Management (OFMEM) certification exam in the identified discipline.

### Course Delivery

Year-to-date, the Elgin Middlesex Regional Fire School has offered five (5) NFPA compliant courses and certification exams with an additional five (5) courses and exams scheduled for the balance of 2021. All of these courses have been offered in a 1-2 weekend format to ensure course offerings are both accessible and convenient.

The courses that have been offered are as follows:

- NFPA 1041 Fire Instructor Level 1 (April-May 2021)
- NFPA 1041 Fire Instructor Level 1 (June 2021)
- NFPA 1041 Fire Instructor Level 2 (June-Sept 2021)
- NFPA 1006 Chapter 5 General Rescuer (August 2021)
- NFPA 1021 Fire Officer Level 1 (September-October 2021)
- NFPA 1002 Pumper Operations (October 2021)
- NFPA 1002 Pumper Operations (October-November 2021)
- Flashover Recognition (November 2021)
- Flashover Recognition (November 2021)
- NFPA 1072 Hazmat Awareness (November 2021)
- NFPA 1041 Fire Instructor Level 1 (November-December 2021)

The aforementioned courses met attendance limits in a short period of time and all course were attended by representatives from each of Elgin's seven (7) LMPs, several Middlesex County lower-tier municipalities and other regional municipalities. The student registration breakdown by Municipality for 2021 (courses offered and courses to come) are as follows:

Aylmer	1
Bayham	11
Central Elgin	39
Dutton Dunwich	17
Malahide	33
Southwold	35
West Elgin	26
Middlesex County	91

Other	11
<b>Total</b>	<b>264</b>

The success of the program offerings in 2021 is indicative of the need for quality training in our area.

### Looking ahead

A full-slate of training opportunities is planned for 2022.

Some highlights of 2022 are as follows:

- 80 Recruit firefighters will participate in a recruit class commencing in January 2021. This will enable recruits to complete NFPA 1001 Firefighter 1 & 2, as well as NFPA 1072 Hazmat Awareness and Operations programs and certifications;
- The Ontario Fire Marshal's office has selected Elgin Middlesex Regional Fire School to host select pilot programs for the Province;
- A calendar of over 40 Ontario Fire College courses and 20 Elgin Middlesex Regional Fire School programs has been proposed;
- Department specific Officer development training programs being developed and advertised;
- Mandatory Certification in the fire service is likely to be re-introduced by the Province in the coming months; and
- Continuing to solidify partnerships with our Municipalities, Instructors and stakeholders.

### FINANCIAL IMPLICATIONS:

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The Elgin Middlesex Regional Fire School operates on a cost-recovery basis for Elgin County Municipalities. Departments outside of Elgin County are charged a nominal course fee over and above the costs paid by Elgin's LMPs. This fee is dependent on the cost of the individual course and based on the fees charged by other training schools. The course fee is used to cover course costs and is re-invested back into the purchase of assets for the Regional Fire School (for example, the purchase of a textbook library). It is anticipated that the Budget Committee and by extension County Council will review fees, charges, and revenue for this service as part of its 2022 budget deliberations.

In 2021 the costs to deliver the training program has been contained within the approved 2021 budget. The provision of this service has benefitted Elgin's LMPs with significant savings. Appendix A shows a chart breaking down the activities of one of our Elgin County Municipalities who, over the course of 2021, sent 35 students to training

programs this year. The financial information indicates the cost to the Municipality at the end of 2021 is \$3,464.79 payable to Elgin County (cost-recovery) for course delivery. If the municipality sent members to a 3<sup>rd</sup> party course provider, costs for the same training is estimated to be \$14,015.21. While the \$10,550.42 savings in course registration is remarkable, additional savings would undoubtedly be realized since courses are offered locally and municipalities do not have to pay for accommodations, meals and mileage.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

#### **LOCAL MUNICIPAL PARTNER IMPACT:**

This exciting initiative has enabled LMP Fire Departments to stretch their budgets further while encouraging professional development and NFPA compliance within their departments while building instructor resources across the County.

#### **COMMUNICATION REQUIREMENTS:**

It is recommended that this report be forwarded to LMP Chief Administrative Officers/Clerks for distribution to LMP Councils.



## **CONCLUSION:**

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Council's focus on accountability, collaboration and efficiency is highlighted through the delivery of this important service.

All of which is Respectfully Submitted

Jeff VanRybroeck

Fire Training Officer & Community  
Emergency Management Coordinator

Julie Gonyou

Chief Administrative Officer

# Appendix A

Course	Course Code	# of students	cost per student	Total Cost in house registration only	cost of 3rd party provider	Total Cost 3rd Party registration only	Savings to the Department
NFPA 1041 Fire Instructor Level 1	1041-1-043021	6	\$ 65.73	\$ 394.38	\$ 425.00	\$ 2,550.00	\$ 2,155.62
NFPA 1041 Fire Instructor Level 1	1041-1-061921	7	\$ 62.93	\$ 440.51	\$ 425.00	\$ 2,975.00	\$ 2,534.49
NFPA 1006 General Rescuer	1006-5-081321	4	\$ 135.28	\$ 541.12	\$ 595.00	\$ 2,380.00	\$ 1,838.88
NFPA 1041 Fire Instructor Level 2	1041-2-062821	3	\$ 61.26	\$ 183.78	\$ 495.00	\$ 1,485.00	\$ 1,301.22
NFPA 1021 Fire Officer Level 1	1021-1-091721	4	\$ 80.00	\$ 320.00	\$ 495.00	\$ 1,980.00	\$ 1,660.00
NFPA 1002 Pump Ops	1002-5-101521	3	\$ 190.00	\$ 570.00	\$ 695.00	\$ 2,085.00	\$ 1,515.00
NFPA 1002 Pump Ops	1002-5-102221	1	\$ 190.00	\$ 190.00	\$ 695.00	\$ 695.00	\$ 505.00
Flashover 1	Flash-1-111321	2	\$ 175.00	\$ 350.00	\$ 450.00	\$ 900.00	\$ 550.00
Flashover 2	Flash-2-111421	1	\$ 175.00	\$ 175.00	\$ 450.00	\$ 450.00	\$ 275.00
NFPA 1041 Fire Instructor Level 1	1041-1-111921	4	\$ 75.00	\$ 300.00	\$ 495.00	\$ 1,980.00	\$ 1,680.00
		35		\$ 3,464.79		\$ 17,480.00	\$ 14,015.21



## REPORT TO COUNTY COUNCIL

**FROM:** Jim Bundschuh, Director of Financial Services

**DATE:** October 12, 2021

**SUBJECT:** Accounting Internship

### RECOMMENDATION:

THAT the October 12, 2021 report titled, Accounting Internship, submitted by the Director of Financial Services, be received and filed for information; and,

THAT \$15,000 for wages and benefit costs for an accounting internship be added to the 2022 budget; and,

THAT an Accounting Intern be hired for the period of January – April 2022; and,

THAT the CAO and Warden be authorized to sign a work term agreement with Fanshawe College.

### INTRODUCTION:

Fanshawe College's business program offers co-op terms for their students to allow them to gain real world experience. This experience helps to complement what they have learned through the program's curriculum. Co-op terms must be in a full-time position lasting at least 12 weeks. The role must at a minimum be at least 50% related to the learning outcomes for the student's program of study. Student hourly rates are typically between \$16 and \$24 per hour, depending upon level of education and experience.

### DISCUSSION:

The Financial Services department could provide the opportunity of a Co-op placement to a Bachelor of Commerce degree or a Business Accounting diploma student with an interest in becoming a Chartered Professional Accountant (CPA). Depending on the student's level of education and experience, we would tailor the work responsibilities to match and grow their skill set.

Fanshawe's upcoming Internship term is January – April 2022. During this period, the County is launching the Human Capital Management (HCM) initiative, upgrading our timekeeping, payroll and HR software applications. The roll-out of HCM would offer excellent learning opportunities for a student while supporting the Financial Services department during this busy period.

#### **FINANCIAL IMPLICATIONS:**

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The cost of a student, including benefits costs, would be approximately \$15,000 and if approved by Council would be added the 2022 budget.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

#### **LOCAL MUNICIPAL PARTNER IMPACT:**

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None.

#### **COMMUNICATION REQUIREMENTS:**

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None.

**CONCLUSION:**

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Taking on a Fanshawe accounting intern for the winter 2022 semester will provide that student a valuable opportunity to be part of the Financial Services team as the County launches the HCM initiative.

All of which is Respectfully Submitted

Jim Bundschuh  
Director of Financial Services

Approved for Submission

Julie Gonyou  
Chief Administrative Officer



## REPORT TO COUNTY COUNCIL

**FROM:** Brian Lima, General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO

Peter Dutchak, Manager of Transportation Services

**DATE:** October 4, 2021

**SUBJECT:** Phragmites Roadside Spraying Program Update - 2021

### RECOMMENDATIONS:

THAT the report titled, “Phragmites Roadside Spraying Program Update - 2021” from the General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO, dated October 4, 2021 be received and filed.

### INTRODUCTION:

The County of Elgin has been actively identifying and spraying Phragmites since 2020 along its roadsides in an effort to eradicate this invasive vegetation. This report shall update County Council on the activity and progress to date.

### DISCUSSION:

*Phragmites australis* subspecies *australis* (also known as the European common reed) is an invasive perennial grass that has caused severe damage to wetlands and along roadsides. It out-competes native wetland plants like cattails resulting in decreased habitat for wildlife. It thrives in disturbed habitats and prefers areas of standing water, but the roots can grow to extreme lengths, which allows the plant to survive in low water areas.

Industry best practices have concluded that the most effective practice to eradicate invasive Phragmites in Ontario involves a combination of herbicide application by a provincially licensed exterminator ideally between June to August, followed up with cutting or rolling the dead biomass at least three weeks following herbicide application.

Thereafter, ongoing monitoring and follow up herbicide applications may be necessary to prevent resurgence of the plant colony.

In September 2019, County Council approved an action plan to control and eradicate Phragmites along the County road network. Following discussions with Kettle Creek Conservation Authority staff, and with all County member municipality staff to confirm individual municipality operational Phragmites control practices, County Engineering Services staff in concert with the County's Tree Commissioner / Weed Inspector proposed a County wide coordinated Phragmites management strategy to prioritize the rehabilitation and enhancement of the County's natural heritage system on County owned lands and along its road network. The plan is achieved through a hierarchical approach prioritizing the following processes:

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

The first step in the plan was completed in 2019 in which Phragmite colony locations were identified and inventoried utilizing survey equipment and geographical information system (GIS) software. Mapping was subsequently developed and provided to a licenced herbicide applicator who treated the areas in August of 2020. Treated area locations were provided to member municipality staff who cut the treated Phragmites at least three weeks after spraying was completed.

Staff monitored County road side environments during 2021 and found that the previous Phragmite colony locations were smaller in size and fewer locations were noted. A licenced herbicide applicator was again retained to spray these areas and this work was completed this past August as shown in the appended drawing. Member municipalities will be once again requested to cut and mulch the treated Phragmites colonies in an attempt to further decrease their presence.

The invasive Phragmites control action plan has been successful thus far, in its second year with a reduction of nearly 30% of the area treated on County roads in 2021 as compared to 2020.

<b>Treatment Year</b>	<b>Area Treated (Ha)</b>	<b>Reduction from Previous Year</b>
2020	21.09	-
2021	15.0	-29%

In addition to County roads, three local municipalities also participated in roadside Phragmites spraying along roads under their jurisdiction and these included: The Municipality of Central Elgin, The Township of Southwold and the Municipality of Bayham. Staff expects these efforts to further assist in the eradication of Phragmites within Elgin County.

#### **FINANCIAL IMPLICATIONS:**

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Phragmites spraying costs were \$25,308.00 for 2020, \$18,000 for 2021 and funded by the Major Maintenance Project account. Staff expects this expense to continue to decline in future years with adherence to the Phragmites management action plan.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

#### **LOCAL MUNICIPAL PARTNER IMPACT:**

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Member municipal staff are requested annually to cut all treated Phragmite colony locations at least three weeks after spraying is completed.

#### **COMMUNICATION REQUIREMENTS:**

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None.



## CONCLUSION:

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The Council approved Phragmites management action plan has been successful in reducing Phragmite colony areas by approximately 30% in 2021 as compared to 2020 when the program was initiated. Continued annual spraying of existing and newly identified colonies as well as cutting and mulching these treated areas are essential to the ongoing success of this program.

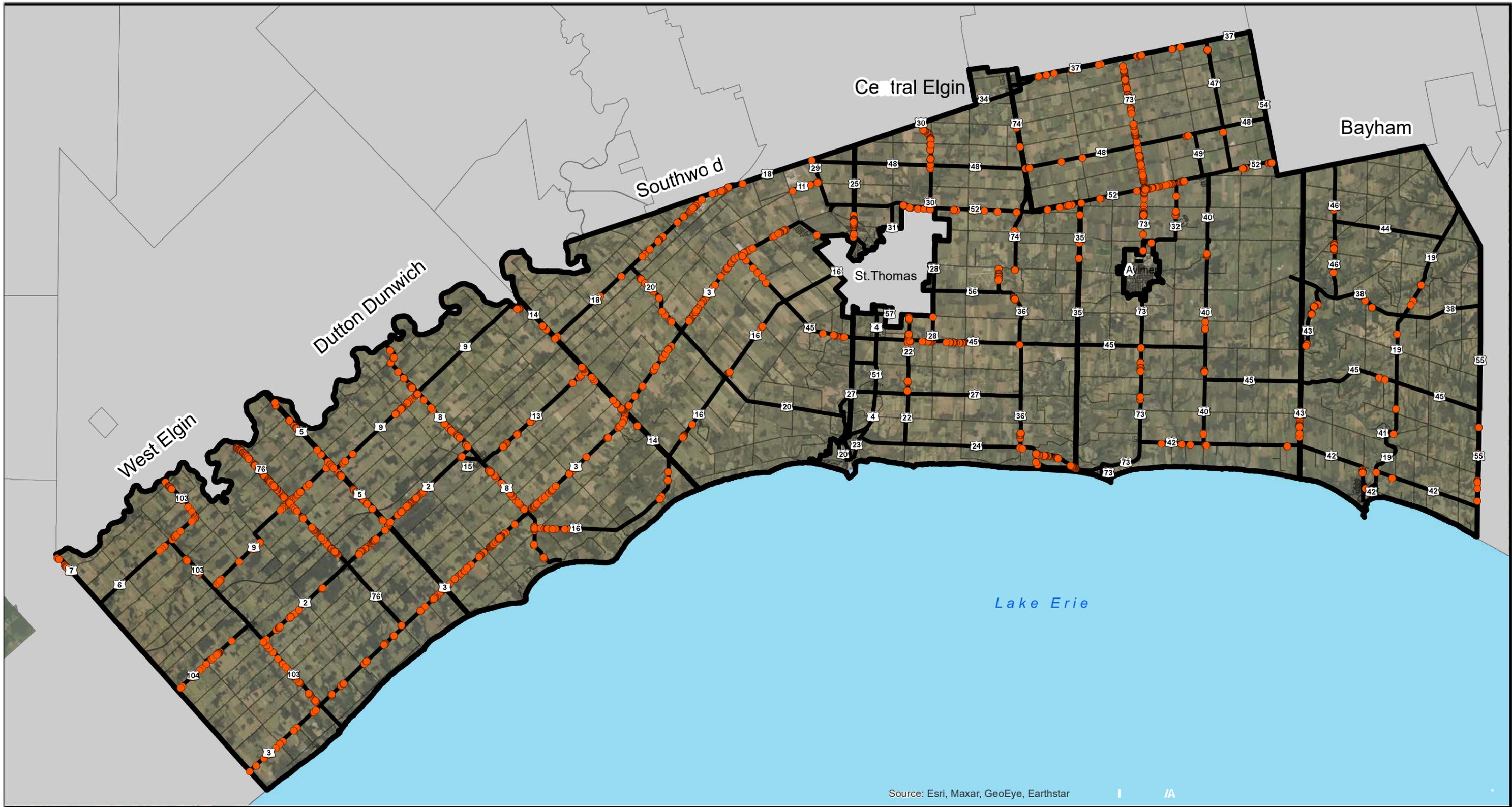
All of which is Respectfully Submitted

Approved for Submission

Brian Lima, General Manager of  
Engineering, Planning, & Enterprise  
(EPE) / Deputy CAO

Julie Gonyou  
Chief Administrative Officer

Peter Dutchak  
Manager of Transportation Services



- Phragmites 2021
- County Roads
- Local Roads

### Phragmites Spraying 2021



Map Produced by: County of Elgin GIS Department  
 Projection: NAD 83 UTM Zone 17  
 Date: Oct 4th, 2021

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:** Julie Gonyou, Chief Administrative Officer

**DATE:** October 6, 2021

**SUBJECT:** COVID-19 Emergency Team Planning –  
September Update

### RECOMMENDATION:

THAT the October 6, 2021, report titled, “COVID-19 Emergency Team Planning – September 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:

With the return of staff to the office, the Elgin County Administration Building is now fully open to the public and appointments are no longer required. All visitors are screened at the main entrance upon arrival. The Emergency Management Team has ensured that all County facilities are “COVID-secure” and they have conducted risk assessments to ensure practical safety measures are in place. On September 14, 2021, Council approved a Vaccine Verification Policy for Administration staff, Councillors and Volunteers. An updated Elgin County Safety Plan, which outlines all the steps that are being taken to ensure a safe office work environment, has been posted to the staff intranet.

The Provincial Offences Administration office is open, and ticket payments can also be made online, by phone, or by mail. The Elgin County Archives and the Elgin County Heritage Centre are open for in-person services with strict COVID-19 safety protocols in place. All ten (10) Library Branches are providing curbside plus services. With strict public health measures in place, all interior services such as computer use, photocopying, printing, collection browsing and circulation desk service are available with a 50% interior capacity.

## FINANCIAL IMPLICATIONS:

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Ongoing – See the attached Financial Services summary.

## ALIGNMENT WITH STRATEGIC PRIORITIES:

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

## LOCAL MUNICIPAL PARTNER IMPACT:

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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:

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

## CONCLUSION:

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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

September 2021

**Administration** – Legislative Services, County Council, and Warden

**Leads:** Warden, Council, Chief Administrative Officer & Manager of Administrative Services

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
<p>Warden declared State of Emergency (Saturday, March 21, 2020)</p>	<p>CAO drafted joint media release re: declaration; email to staff; posted to website.</p> <p>CAO coordinating regular joint media releases with the local municipal partners regarding updates to municipal facilities and services</p> <p>Manager of Administrative Services coordinating weekly newspaper ads with County COVID-19 related services changes</p> <p>Manager of Administrative Services coordinated development and launch of online public engagement platform.</p> <p>Council approved a Remote Work Program policy to support a longer-term remote work arrangement for qualifying jobs.</p> <p><b>Council approved a Vaccine Verification Policy for Administration staff, Councillors and Volunteers of the County of Elgin on September 14, 2021.</b></p>	<p>November 23, 2020 – Legislative Services Coordinator was temporarily reassigned to help with staff testing at the County's LTCH.</p> <p>April 26, 2021 – Legislative Services Coordinator finished temporary reassignment and returned to Legislative Services</p>	<p>Future Staffing Challenges (Long-Term Care Homes)</p> <hr/> <p>Business Support</p> <hr/> <p>Returning to hybrid/in-person meetings.</p>	<p>CAO monthly meetings with Western Wardens CAOs.</p>	<p>County-wide Emergency Operations Centre meetings (monthly)</p> <hr/> <p>Regular meetings with the Elgin County Administrators Group</p> <hr/> <p>Coordinated the development of a County-wide face covering by-law</p>

## Administration – General

**Leads:** Chief Administrative Officer & Manager of Administrative Services

Current Closures/ Service Impacts & Outcomes/Actions	Communications Strategy	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
<p>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.</p> <hr/> <p>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.</p> <hr/> <p>Majority of staff sent home as of December 26, 2020</p> <hr/> <p>Staff transitioned back to the office during the month of August 2021 with all staff returning to the office in September.</p>	<p>“COVID-19” updates sent to ALL USERS/COUNCIL each week</p> <hr/> <p>Emergency Management Team meetings by Webex at 10:00 am held one (1) time per week - Standing agenda utilized, round table</p> <hr/> <p>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.</p> <hr/> <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> <hr/> <p>March 25, 2021: Issued second staff survey to identify areas where the corporation can improve the ways in which staff are being supported during the pandemic</p> <hr/> <p>April 29, 2021: Updated a COVID-19 Safety Plan in compliance with O. Reg. 265/21 and O. Reg. 82/20. The updated safety plan was circulated to all staff</p> <hr/> <p>Spring/Summer 2021: Working with Sandbox Software Solutions to develop an intranet site for Councillors and employees</p> <hr/> <p>June 17, 2021: Issued a staff survey to gather feedback from staff regarding their experiences with remote and alternative work arrangements and workplace requirements during COVID-19</p>	<p>Return to work practices (Administration, libraries, Heritage Centre, and Provincial Offences Administration)</p>	<p>Participated in meetings with Southwestern Public Health to plan the vaccine roll out and the establishment of local vaccination clinics.</p>	<p>Ongoing</p>

	July 29, 2021: Updated the COVID-19 Safety Plan and Transformation Toolkit to prepare for staff's return to the office.			
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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  Virtual public consultation to support the Official Plan Review process	Consultation with other County Planners/local planners and planning consultants/conservation authorities/responding to public inquiries	Coordination with local planners/clerks

## Administration – Legal

**Leads:** County Solicitor & County Prosecutor

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/Stakeholders	Coordination with Local Municipal Partners
By-laws:  Amendment to Procedural By-law to allow for electronic participation [By-law No. 20-14];  Prepared Declaration of State of Emergency;  By-law to rescind the 2009 Pandemic Plan [By-law No. 20-16];  By-law: Delegation of Authority [By-law No. 20-15];  By-Law to Amend By-Law No. 18-35, as a By-Law to Prescribe Procedures for Governing the Calling, Place, and Proceedings of the Elgin County Land Division Committee [By-law No. 20-19];	Participating in daily Emergency Management Team meetings;		Municipalities setting up their own childcare facilities;  By-law amendments to address new regulations and restrictions.  Continue to monitor and provide advice; Contract frustration is a significant issue (options termination or suspension)	Ongoing	Ongoing

<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>					
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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> <hr/> <p>EOC meeting agenda</p> <hr/> <p>IMS 1001 Incident Action Plan when actionable items identified during 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>SWPH Health Systems EOC meetings</p> <hr/> <p>Assist with LHIN/LTCH/RH evacuation planning</p>	<p>Chief Administrative Officer (CAO) &amp; Community Emergency Management Coordinator (CEMC) meetings with local municipal partners (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 &amp; incident</p>	<p>Provincial EOC (PEOC) teleconferences</p> <hr/> <p>Routine reporting to Emergency Management Ontario (EMO)</p>

			<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>	partners (STEGH, C.A.F., Police, etc.)	
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## 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
<p>HR/Accessibility staff are maintaining all normal functions as well as remaining abreast of constantly changing COVID-19 measures and protocols.</p>	<p>Provide relevant input for weekly consolidated all-staff memo, including organizational announcements and provision of wellness resources, to keep all staff apprised.</p> <p>Human Resources team has weekly team meetings to collaborate and ensure all critical work is complete.</p>	<p>While all service areas are currently functional, limited Library staff continue to assist in the Homes.</p> <p>All re-assigned workers, or workers working within more than one classification/ department will cease when the Provincial Government cancels the emergency order that has allowed this new process.</p>	<p>Homes recruitment and retention continues to be a high volume and high priority issue for HR.</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 continues to demand.</p> <p>HR gathered extensive data from Ontario municipalities and legal advice related to vaccine policies.</p>	<p>Continuous collaboration with surrounding municipal human resources and LTCH colleagues.</p>	<p>Collaborate, assist and share information upon request.</p> <p>Working toward a draft shared-service agreement with interested LMPs.</p>	<p>HR staff continue to attend legal and municipal specific webinars related to COVID-19 and new legislation to ensure appropriate application at Elgin County.</p> <p><b>HR has spent significant time throughout September on work related to vaccination policy implementation.</b></p>

**Finance** – includes Payroll

**Lead(s):** Director of Finance and Manager of Financial Services/Deputy Treasurer

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>Additional reporting to government funding sources regarding Covid 19 recovery and support programs</p> <p><b>Implementation of online opportunities for submission of Bids and Tenders to enable continuation of service</b></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>Continuing to tracking wages and costs associated with COVID</p> <p>Paid Sick Days capped at \$200 for part-time staff adds significant workload for tracking cost</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>	<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 Doheny 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>Funded Pandemic pay– worked with Homes, HR; participating in webinars from AMO, Hicks Morley and AdvantAge to determine exact rules on payment eligibility and requirements Funded Covid 19 Sick Pay Benefits – worked with HR and Homes to ensure compliance</p>	<p>Quarterly meeting being held with special meetings being added for special topics.</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. Update May 2021 – in person appearances still postponed until further notice. All court appearances are currently being conducted via Zoom and notices sent out with the Zoom information</p> <hr/> <p>In-person ticket payments began July 6. Ticket volumes are nearing pre-COVID levels. Update May 2021 – due to the recent provincial lockdown, no in-person payments are being handled. Alternative options for payments are being offered.</p> <p>Limitation period timelines extended to Dec 1 May 2021 Update – limitation periods have ended for filing, contesting and paying tickets</p> <hr/> <p>Early resolution guilty pleas will continue via audio conference <b>May 2021 Update – early resolution guilty pleas are now being done by video/audio Zoom appearances</b></p> <p>Remote hearings will expand to include guilty pleas, withdrawals, judgment delivery, first appearance and adjournments Update May 2021 – remote hearings are being held for all appearances except Part 3 ex parte trials</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 and emails 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. May 2021 Update – notices of court appearances are being sent out identifying zoom information and the proper court protocols</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>Current and future court days are 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 employee to return from leave beginning in Sept. With manpower returning to POA, backlog of tickets and calls is being addressed. May 2021 Update: all staff are back working full time. 1 staff member working 1-2 days per week from home. Caught up on tickets and FTR's. Still catching up on suspensions. June 2021 Update: as of June 28<sup>th</sup>, all staff are back working full time in the office.</p> <hr/> <p>Elgin will be a pilot location for Part III transfer from province.</p> <p><b>Video trials are ongoing</b></p> <p><b>September 2021 Update – in-person payments and inquiries are being taken</b></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>

## Information Technology Services

**Lead(s):** Director of Information Technology Services

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>Removal of library card authentication for branch wifi to reduce the chance of authentication issues from expired cards etc.</p> <p>Implementation of BYOD wireless printing solution in branches using Envisionware's partnership with PrinterON</p> <p>Deployment of VPN and Dual Form Auth to all appropriate staff</p> <p>Implemented a self-checkout station at each branch library</p> <p>Increased speeds via Eastlink ISP connections</p>	<p>Developed &amp; implemented inhouse emergency broadcast system via email/text messaging for homes staff</p>	<p>Two employees are rotating to support reception in the lobby of the Admin Building completed Sept 4.</p> <p>Moved many workstation users over to laptops to facilitate remote teleworkers</p> <p>Reassignment of workloads to insure adequate resources are available to Council Chambers video conferencing project</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>			

Completed a COVID Vaccine Attestation Form						
Updated the Telework Form						

## Engineering, Planning & Enterprise – Economic Development

**Leads:** General Manager of Engineering, Planning & Enterprise / Deputy CAO

Current Closures/Service Impacts & Outcomes/ Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Coordination with Local Municipal Partners
<p>The timing of meeting Council's strategic economic development objectives will need to be adjusted.</p>	<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 19<sup>th</sup>. 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 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>Economic Development Coordinator and Tourism Coordinator returned full-time to department.</p>		<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>Workforce Planning and Development Board, City of London, London Economic Development Corporation, Community Employment Services, Tillsonburg Multi-Service Centre</p> <hr/>	<hr/> <p>All local municipal partners are on the taskforce</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:  <a href="http://www.progressivebynature.com/SupportElgin">http://www.progressivebynature.com/SupportElgin</a></p> <hr/> <p>The joint marketing campaign with St. Thomas to promote "So Much More Life" continues.</p>			<p>Elgin-St. Thomas Home Builders, St. Thomas Chamber of Commerce, St. Thomas Economic Development Corporation, residential developers.</p>	
	<p>Creation of new filming permit procedure including new documents, online permits application, new dedicated website, and promotional plan/digital libraries</p>				<p>Municipality of Central Municipality of Aylmer</p>
	<p>Updating of the Elgin County online business directory for all municipalities, a timely update based on many changes due to the covid-19 pandemic.</p>			<p>EDC Dutton/Dunwich and Southwold</p>	<p>All Local Municipalities were used as sources</p>
	<p>Agri-business and tourism promotion through Elgin County Living (RogersTV), Fields to Forks (CTV), and Fall for Elgin (social media campaign)</p>				<p>All municipalities represented, including interviews with all Mayors for Elgin County Living.</p>

## Engineering, Planning & Enterprise – Tourism

**Leads:** General Manager of Engineering, Planning & Enterprise / Deputy CAO

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: <a href="http://www.progressivebynature.com/SupportElgin">http://www.progressivebynature.com/SupportElgin</a></p>			<p>SWOTC DMO meetings (1)</p>		

	<p>Hiring of two summer students to staff our Port Burwell and Port Stanley Visitor Centre's. Students are currently working on updating our business directory before being deployed to their respective kiosks when restrictions allow the opening.</p> <hr/> <p><b>Port Stanley Visitor Centre</b> Operated 5 days a week beginning June 30th, with our Tourism Assistant welcoming approximately 2,800 people. The Visitor Centre will remain open on Saturdays and Sundays until Thanksgiving weekend.</p> <p><b>Port Burwell Lighthouse</b> The Lighthouse Visitor Centre opened daily as of July 15th, with the Tourism Assistants welcoming approximately 1,500 visitors. The Lighthouse is now closed for the season.</p>				Municipality of Bayham Municipality of Central Elgin	
	<p>Distribution of our 2020 Visitor's Guide with a '2021 Staycation' sticker on front cover. An update to our Savour/Arts guide with a small print run for distribution this season.</p>			26 Savour/Arts community members		

## Engineering, Planning & Enterprise – Corporate Facility Services

### Lead(s) – General Manager of Engineering, Planning & Enterprise, 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	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

Administrative Building, and POA.							
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 <sup>th</sup> and 28 <sup>th</sup> , 2020 to determine plexiglass protective barrier provisions.	Consultation with Director of Community and Cultural Services to identify requirements.	N/A	Increasing demand with limited supply.	Coordination with Director of Community and Cultural Services.	Brian Lima/Cole Aicken	Yes	N/A
Sought and received quotation (May 27, 2020) from contract facility cleaners to increase facility cleaning provisions to twice daily.	Increased cleaning provision will be communicated in advance of corporate facilities being reopened.	N/A	N/A	Coordination with contracted cleaners	Brian Lima	No	N/A
Continue undertaking completion of all other essential corporate facility capital projects.	Ongoing preparation of all capital project designs and contracted service procurement in anticipation of future award.	N/A	Completion of all essential projects expected to be completed by year's end. Deferral of all other projects to 2021 may be required and can be 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) at the County Administrative Building.		N/A		Coordination with corporate tenants and County staff.	Brian Lima	No	N/A
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 <sup>th</sup> , 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 <sup>th</sup> , 2021) at Bobier Villa and Terrace Lodge (100% 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
Received quotation to install touchless faucets at Elgin Manor (April 28 <sup>th</sup> , 2021).	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
Received quotation to supply additional exterior COVID signage at all three LTC Homes. (April 28 <sup>th</sup> , 2021).	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 barriers installed (May 31, 2021) at the Tourism Kiosk in Port Stanley (Barrier-free Reception Desk)	Consultation with ED Department.	N/A	Increasing demand with limited supply.	Coordination with Homes Management and Corporate facility staff.	Brian Lima/Cole Aicken/ Lindsey Duncan	No	N/A
Plexiglass protective barrier installed (July 19, 2021) at the POA Courthouse.	Consultation POA Management	N/A	Increasing demand with limited supply.	Coordination with POA Management and Corporate facility staff.	Deanna Laemers/Cole Aicken	No	N/A
As of October 4, 2021, the County Administrative Building, is now fully open to the public, appointments are no longer required. COVID screening is still required at the main entrance.	Consultation with County staff and notice was sent to all building tenants.	N/A	N/A	Coordination with corporate tenants and County staff.	Gene DiMeo	No	N/A

## Engineering, Planning & Enterprise – Transportation Services

**Lead(s)** – General Manager of Engineering, Planning & Enterprise and Manager of Transportation Services

Current Closures/Service Impacts & Outcomes/Actions	Communications Strategy	Reassignments	Current/Future Challenges	Coordination with other Municipal Groups/ Stakeholders	Lead(s)	Coordination with Local Municipal Partners	Legislative/ Legal
Ongoing contract administration of all essential and/or awarded capital projects (ie. King George VI Lift Bridge Rehabilitation, Village of Rodney Reconstruction, John Wise Line Reconstruction, Hot Mix Asphalt Paving, Cold In-Place Recycling with Expanded Asphalt Material, Surface Treatment, Guide Rail Installation, Culvert Rehabilitations, Asphalt Crack Sealing 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
Library interior opening to all services subject to capacity limits under Step 3 of the "Roadmap to Reopen" framework	<p>Continuation of curbside service plus all interior services such as computer use, photocopying, printing, collection browsing and circulation desk service with 50% interior capacity</p> <hr/> <p>Safety plan modifications based on service changes and changes to entrance requirements</p> <hr/> <p>On-going provision of PPE supplies and cleaning services with municipal partners</p> <hr/> <p>Introduction of additional hours at 100% pre-pandemic levels. Planning for additional service, including resumption of in-person programming and after school programs On-going consultation with SWPH on safety protocols</p> <hr/> <p>On-going consultation with SWPH on safety protocols</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>
<p>Communications</p> <ul style="list-style-type: none"> <li>• Website support</li> <li>• Social media feeds</li> <li>• Live Chat</li> </ul>	<p>Website support (e.g. posting of news releases, procedures for library services)</p> <hr/> <p>Live Chat service through library website</p> <hr/> <p>Regular postings to social media channels</p> <hr/> <p>Intranet development for September launch</p>	Team consists of Director, Library Coordinator and Digital Services Librarian			Brian Masschaele, Natalie Marlowe and Séanin Steele	
Maintenance and delivery activities	<p>Paystubs and petty cash bags to/from homes</p> <hr/> <p>Transiting new library materials.</p>				Brian Masschaele and Natalie Marlowe	

	Transiting holds / loans between library branches					
Homes staffing support	Scheduling for 2 staff on partial redeployment to support homes' staffing needs	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, re-establishment of fine threshold</p> <hr/> <p>Digital Services Librarian project work – transition of Live Chat and social media responsibilities</p>	Library Coordinator, Digital Services Librarian			Natalie Marlowe, Séanin Steele	
Resident Wi-Fi services	<p>Monitoring of usage at each branch</p> <hr/> <p>Promotion of service</p>	Library Supervisors			IT and Library Supervisors	
Re-opening of museum and archives under Step 3 of the "Roadmap to Reopening" framework, collection processing and response to public enquiries	<p>Resumption of public access to archives by appointment. Re-opening of museum / Heritage Centre subject to 50% capacity limit and service and safety protocols</p> <hr/> <p>Processing or backlogged material</p> <hr/> <p>Special project work on installation of murals, virtual reality application and newspaper digitization</p> <hr/> <p>Response to on-line research enquiries and donations.</p> <hr/> <p>Installation of exhibit "Tattoo You" and preparation for museum advisory committee meeting.</p>	Manager of Museum and Archives			Mike Baker, Gina Dewaele, Amber Mandich, Ally Shelly, 2 contract assistants	

## **CORRESPONDENCE – October 12, 2021**

### **Items for Information – (Attached)**

1. Letter from the Ministry of Municipal Affairs and Housing regarding the Expiry of Temporary Regulations (1320/20 and 131/20) Limiting Municipal Authority to Regulate Construction Noise.
2. News Release from the Province of Ontario regarding the Announcement of Eight New Ontario Health Teams.
3. Western Ontario Wardens Caucus with their Monthly Update for September.

**Ministry of  
Municipal Affairs  
and Housing**

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

**Ministère des  
Affaires municipales  
et du Logement**

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



234-2021-4356

September 29, 2021

**SUBJECT: Expiry of Temporary Regulations (130/20 and 131/20) Limiting  
Municipal Authority to Regulate Construction Noise**

Dear Head of Council:

As you may know, as part of the Province's measures to respond to COVID-19, in April 2020, our government introduced temporary limits on municipal authority to regulate noise from construction to help support expedited construction of healthcare and other projects. I am writing to update you that **these changes are scheduled to expire on October 7, 2021.**

The temporary measures have supported construction of critical healthcare-related infrastructure, while helping to protect the health and safety of construction workers throughout the pandemic.

From October 7 onwards, municipalities will again have the authority to regulate construction noise in their communities at all times of day and night. Should there be priority projects that a municipality wishes to help expedite, as before, municipalities can explore addressing those projects through their local noise bylaws. If your municipality has any questions on these changes, I would encourage you to contact your local [Municipal Services Office](#).

Thank you for your continued support and collaboration throughout the COVID-19 emergency. I look forward to continuing to work together to support Ontario's communities.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark  
Minister of Municipal Affairs and Housing

.../2

- c: The Honourable Monte McNaughton, Minister of Labour, Training and Skills Development  
Municipal Chief Administrative Officers and Clerks  
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

# Ontario Announces Eight New Ontario Health Teams

Ontario Health Teams Will Provide Better Coordinated Care for Ontarians and Support the Province's COVID-19 Response

September 17, 2021

[Health](#)

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TWEED — As part of its plan to end hallway health care and build an integrated health care system centred on the needs of patients, the Ontario government in partnership with Ontario Health is announcing eight new Ontario Health Teams located across the province. The province will provide up to \$9 million in funding over the 2021-2022 and 2022-2023 fiscal years to support these teams in their efforts to seamlessly coordinate health care services for patients and ensure the province's health care system can respond to any scenario as the COVID-19 pandemic continues to evolve..

"Throughout the pandemic, Ontario Health Teams have been an essential part of the province's COVID-19 response, working quickly across all partners to support each other and protect the health and safety of Ontarians," said Christine Elliott, Deputy Premier and Minister of Health. "These new eight teams will build on the progress made to date by improving outcomes for even more patients and making it easier for Ontarians to navigate their health care journey during COVID-19 and in the future."

The eight new Ontario Health Teams are:

- Hastings Prince Edward OHT in Hastings and Prince Edward Counties;
- Upper Canada, Cornwall and Area OHT in the United Counties of Stormont, Dundas and Glengarry, City of Cornwall, Akwesasne, parts of Russell Township and rural Southeast Ottawa;
- Four Rivers OHT in North Grenville, West Ottawa, Northern Lanark County, and Arnprior, McNab and Braeside;
- Network 24 OHT in the majority of Renfrew County and the Township of South Algonquin in Nipissing District;
- Grey-Bruce OHT in Grey and Bruce Counties;
- Barrie and Area OHT in Barrie and surrounding areas;
- Elgin OHT in Elgin County; and
- North Simcoe OHT in Midland, Penetanguishene, Tiny and Tay Townships, and Christian Island.

Ontario Health Teams are part of a new approach to health care that brings together health care providers as one collaborative team. Working together, they ensure that patients experience easier transitions with one patient story, one patient record and one care plan that is shared between the health care providers. With the addition of these new teams, the province now has a total of 50 Ontario Health Teams which will cover 92 per cent of the province's population at maturity.

"It is integral that our approach to health care is centred upon what Ontarians really need. As the health system evolves, Ontario Health Teams will be critical in creating a system centred on meaningful partnership and co-design with patients, families and caregivers," said Betty-Lou Kristy, Chair of the Minister's Patient and Family Advisory Council. "I look forward to supporting teams to build a connected and integrated health care system that is focused on improving the health care journey for all Ontarians."

Thanks to these efforts to better coordinate care and share resources, Ontario Health Teams have been able to respond more quickly and effectively to the COVID-19 pandemic. Working across the entire continuum of care, teams have supported a suite of initiatives that include leading local vaccine rollouts, supporting long-term care homes and other congregate care settings, distributing personal protective equipment, staffing assessment centres and leveraging virtual care. In particular, many teams have helped to address the unique needs of underserved communities by accelerating community outreach efforts and co-designing targeted health interventions.

To support the eight new teams, the government is providing each team with up to \$1.1 million in one-time funding over the 2021-2022 and 2022-2023 fiscal years. This funding can be used by each Ontario Health Team to support the ongoing response to the COVID-19 pandemic and coordinate programs that strengthen health system capacity by linking hospitals, primary care, home care and community services, and other services.

“Ontario Health Teams have been critical in the province’s fight against COVID-19 and in building an integrated, connected health care system centred around the needs of patients,” said Dr. Kieran Moore, Chief Medical Officer of Health. “By expanding the number of teams, we will continue to ensure patients have access to the supports they need throughout their health care journey with seamless transitions between care.”

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## Quick Facts

- In its first year, the Hastings Prince Edward OHT will focus its efforts on improving care for people living with mental health and addictions challenges, as well as residents requiring home and community supports. In response to COVID-19, the team will also focus on residents who are marginalized, including those living in rural and isolated areas or who are experiencing homelessness. To learn and adapt to the communities they serve, the partners have adopted a governance structure that includes a Patient Partnership Action Team which includes three patient advocates guiding their direction with support from hospital and community health centre senior leadership members.
  - An Ontario Health Team is responsible for delivering care for their patients, understanding their health care history, easing their transition from one provider to another, directly connecting them to different types of care and providing 24/7 help in navigating the health care system.
  - Ontario Health Teams include providers and organizations from across health and community sectors, including primary care, hospitals, home and community care, mental health and addictions services, long-term care, and many others.
  - Ontario will invest more than \$35 million to support teams in fiscal year 2021-2022.
  - Under an Ontario Health Team, Ontarians can be confident that they can continue to contact their health care providers as they always have, to access the health care they need. The Ontario government will continue working with its health care partners until Ontario Health Teams are fully established across the province and everyone is supported by a team.
  - To help ensure all Ontarians receive the high-quality care they deserve with respect and dignity, the Minister’s Patient and Family Advisory Council has amended the [Patient, Family and Caregiver Declaration of Values for Ontario](#) to update patient, family and caregiver expectations of Ontario’s health care system. The changes emphasize the importance of equal and fair access to health care services and identification and removal of systemic barriers that contribute to inequitable health care access and outcomes.
- 

## Quotes

"As a primary care physician in Bancroft, I see the challenges my patients face in the current siloed system of care. We can do better for them by being organized differently and making their care seamless. While physicians will be key members of the new OHT, we recognize there are many facets of a patient’s overall care and support and a well organized OHT will be better for patients across all of our communities."

- Dr. Alexander Ferreira of Bancroft Community Family Health Team and member of the Hastings Prince Edward OHT

"The new Hastings Prince Edward Ontario Health Team will bring together our local health care providers and ensure patients are supported throughout their health care journey. The investments the government is making to support these new teams will break down barriers to ensure care is coordinated and integrated."

- Todd Smith  
MPP for Bay of Quinte

"The announcement of the Hastings Prince Edward Ontario Health Team has been much anticipated and will be a great step forward for Hastings and Prince Edward counties. We've already seen the benefits of the new team approach with the Frontenac, Lennox and Addington Ontario Health Team that has served the east half of my riding since last November."

- Daryl Kramp  
MPP for Hastings-Lennox and Addington

## Additional Resources

- [Ontario Announces 13 New Ontario Health Teams](#)
  - [Ontario Announces Five New Ontario Health Teams](#)
  - [Ontario Introduces 24 Ontario Health Teams Across the Province to Provide Better Connected Care](#)
  - [Improving health care in Ontario](#)
  - Learn more about [Ontario Health Teams](#)
  - For resources in multiple languages to help local communication efforts in responding to COVID-19, visit Ontario's [COVID-19 communication resources webpage](#)
  - Visit Ontario's COVID-19 information [website](#) to learn more about how the province continues to protect the people of Ontario from the virus.
  - For public inquiries call ServiceOntario, INFOline at 1-866-532-3161 (Toll-free in Ontario only)
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## Related Topics

### Government

Learn about the government services available to you and how government works. [Learn more](#)

### Health and Wellness

Get help navigating Ontario's health care system and connecting with the programs or services you're looking for. [Learn more](#)

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## Media Contacts

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September 2021



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### National Day for Truth and Reconciliation



Today we pause to honour the lost children and Survivors of residential schools, their families and communities, and to acknowledge this National Day for Truth and Reconciliation.

[Learn more about Truth and Reconciliation](#)

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**Sarnia-Lambton Economic Partnership recognized by Site Selection magazine for 4th consecutive year**



The Sarnia-Lambton Economic Partnership has been recognized among a group of 20 local and regional economic development organizations across the nation representing “Canada’s Best Locations” by Site Selection magazine. The awards take into consideration excellence in regional partnerships, proactive and innovative programming, and quality data, web tools and resources.

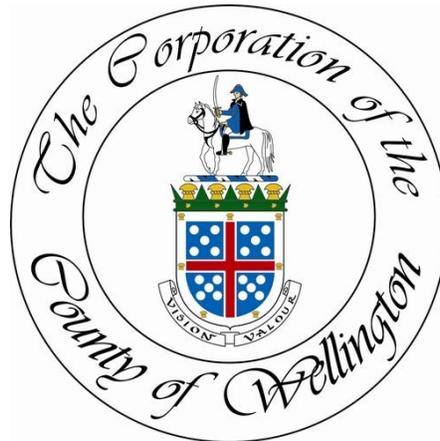
This is the fourth consecutive and eighth time overall in the 15-year history of the Canada’s Best Locations awards that the Sarnia-Lambton Economic Partnership has been recognized.

Site Selection Magazine called attention to the Sarnia-Lambton area recently receiving official designation as a Foreign Trade Zone (FTZ) Point by the Canadian government. The designation allows the area to market itself as a hub for international trade and to provide coordinated access to government FTZ programs. Additionally, the Sarnia-Lambton Site Selector online system that was launched in March 2021 was prominently featured. This tool provides maps and comprehensive detail about buildings and land available for commercial or industrial uses.

[View the full press release here](#)

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### **Province Invests in Wellington County Businesses to Boost Local Economy**



The Ontario government is supporting an investment of nearly \$31.5 million by Wellington County manufacturers to help strengthen domestic manufacturing and attract investment in the local economy. The province is investing nearly \$2.6 million in four Wellington County businesses through the Regional Development Program that will help create 71 jobs and retain 150 jobs in the area.

“Through the Regional Development Program, our government is making targeted investments in local manufacturers to help them create good, local jobs,” said Vic Fedeli, Minister of Economic Development,

Job Creation and Trade. “These projects are making a significant impact in communities and economies across the Wellington County region and Southwestern Ontario by helping to secure the private-sector investment that will support strong regional growth.”

[View the press release](#)

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## Huron County Announces Taste of Huron App to Reward Food & Beverage Exploration



On September 27th, Huron County announced the Taste of Huron mobile app that rewards people for exploring the county’s food and beverage experiences. The app, built using the EDCO Insider platform powered by 468 Communications, lets users earn and redeem points when visiting participating restaurants, markets, breweries and wineries.

“Huron County is home to some Ontario’s best food and beverage experiences, and we need a simple way to not only guide people to those offerings, but reward them for that discovery,” said Alex Ripley, Economic Development Officer for Huron County. “The EDCO Insider platform helps us create a great experience for visitors and promote local businesses, while generating valuable data to support long-term economic development for the county.”

[View the full press release](#)

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**Register today for the virtual Teeny Tiny Summit on October 13**



Registration is now open for this year's first Teeny Tiny Summit webinar taking place on **October 13, 2021 beginning at 10 am (EST)**. The theme of the first webinar is "Welcoming Newcomers to Teeny Tiny Places."

Teeny Tiny Summits were started in 2016 as a forum to discuss scale-appropriate economic development strategies for Ontario's smallest communities. Since that time over 1500 have participated from across Ontario. Teeny Tiny Summits share practical examples, lessons learned and community economic development tactics that are scale appropriate for Ontario's smallest communities.

The 2021 Teeny Tiny Summit webinar series will also be offered virtually, focused on recovery themes and take place in October, December and March. Each webinar will take place from 10 am – noon.

The 2021 webinar themes are:

- Welcoming Newcomers to Teeny Tiny Places - Oct. 13 - Tareq Hadhad, Peace by Chocolate
- Teeny Tiny Resurgence - Dec. 1 - Peter Kenyon, Bank of IDEAS
- Renewed, Refreshed and the New Rural - March 2 - Robin Jones, ROMA Chair

For more information on each webinar visit the [Regional Ec Dev blog](#) or to register for the Teeny Tiny Summit on October 13, go to [Teeny Tiny Summits Webinar Series Registration Page](#).



Economic  
Developers  
Council  
of Ontario

**EDCO Awards of Excellence  
Program Open for  
Applications**

This year's [EDCO Awards of Excellence Program](#) is officially open!

**Ontario**



**Ontario Providing Additional  
Investment into Skills  
Development Fund**

The Ontario government is providing an additional \$83 million towards the Skills Development Fund to help



**Government  
of Canada**

**Governments Investing \$2.5 M  
to Bring Agri-food Research to  
Market**

The governments of Canada and Ontario are investing \$2.5 million to turn innovative ideas and solutions into marketable

This program is for all those undertaking municipal economic development activities within the Province of Ontario. Participants are not required to be members of EDCO and all projects produced or implemented in the last 12 months are eligible (October 2020 to October 2021). For more information, please download our [Application Package](#).

The deadline for submissions is EOD Friday, October 29, 2021.

[Apply Now](#)

support ground-breaking training projects that upskill workers and prepare job seekers for meaningful work in their communities. The fund will begin accepting proposals for the second round of funding and is expanding its eligibility to allow an even wider range of organizations to apply, helping give more people the training needed to fill the shortage of skilled workers in Ontario.

[View the press release](#)

products that will strengthen Ontario's agri-food sector and ensure Ontarians continue to have access to safe, high quality food the province is known for.

The [Ontario Agri-Food Research Initiative \(OAFRI\)](#) is now accepting proposals that will see innovative agri-food research ideas transformed into leading-edge technologies, services, and new market-ready products.

[View the full press release](#)

## Western Ontario Community Futures NEW website is now LIVE!



Please visit us at: [www.wocfdca.ca](http://www.wocfdca.ca)

Our new site offers visitors around the region opportunities to be informed about the Community Futures and SOFII Program. Individual CFDC offices are featured, including highlights of upcoming webinars, training, grant programs and employment opportunities.

As you navigate the new site, take time to watch some amazing client success stories and try our new feature, "**Find My Office**". Simply click on "Find My Office" and add your postal code. Once complete you will be provided contact information for your local CFDC office.

## CLOSED MEETING AGENDA

October 12, 2021

### Staff Reports:

- 1) **Chief Administrative Officer** – Municipal Act Section 239 (2) *(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization* – Elgin County Connectivity (walk-on).
- 2) **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 Update.
- 3) **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 Update.