TABLE OF CONTENTS

Orders – Tuesday, April 26, 2022…….……	2
Elgin County Council Minutes – April 6, 2022……..	3
Reports Index……..	15
Report – Terrace Lodge Redevelopment Fundraising Committee Appointment…	16
Report – Library, Museum and Archives Service Updates – December 2021 to March 2022……	20
Report – Homes – Nursing and Maintenance Department Policy Manual Review and Revisions……..	25
Report – Homes – Pharmacy Services – Amending Agreement…….	28
Report – Elgincentives Program Review……	34
Report – Elgincentives 2021 Year End Review …….	63
Report – 2021 County Road Maintenance Agreement – Financial Reporting ……...	67
Report – East Road – Multi-Use Path Funding Request……..	72
Report – Donation Policy No. 1.1 ……..……...	79
Report – Response to Ukrainian Crisis ……...	91
Correspondence – Items for Information Index..……..	98
Correspondence – Letter from the Minister of the Solicitor General……	99
Correspondence – St. Thomas – Elgin Coalition to End Poverty Year in Review…	100
Closed Session Agenda – April 26, 2022……..	102

ORDERS OF THE DAY
For Tuesday, April 26, 2022, 9:00 A.M.

1st Meeting Called to Order

2nd Adoption of Minutes – April 6, 2022

3rd Disclosure of Pecuniary Interest and the General Nature Thereof

4th Presenting Petitions, Presentations and Delegations

5th Motion to Move Into "Committee of the Whole Council"

6th Reports of Council, Outside Boards and Staff

7th Council Correspondence

1. Items for Consideration - none.
2. Items for Information (Consent Agenda)

8th Other Business

1. Statements/Inquiries by Members
2. Notice of Motion
3. Matters of Urgency

9th Closed Meeting Items

10th Recess

11th Motion to Rise and Report

12th Motion to Adopt Recommendations from the Committee of the Whole

13th Consideration of By-Laws

14th Adjournment

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

April 6, 2022

Elgin County Council met this 6th day of April 2022 at the Masonic Centre of Elgin, 42703 Fruit Ridge Line, St. Thomas ON. The meeting was held in a hybrid in-person/electronic format with Councillors and staff participating as indicated below.

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

Staff Present: Julie Gonyou, Chief Administrative Officer (in-person)
Brian Lima, General Manager of Engineering, Planning & Enterprise/Deputy Chief Administrative Officer (in-person)
Stephen Gibson, County Solicitor (in-person)
Nick Loeb, Senior Counsel (in-person)
Carolyn Krahn, Interim Manager, Economic Development and Tourism (in-person)
Jenna Fentie, Legislative Services Coordinator (in-person)

1. CALL TO ORDER

The meeting convened at 1:00 p.m. with Warden French in the chair.

2. ADOPTION OF MINUTES

Moved by: Councillor Mennill
Seconded by: Councillor Ketchabaw

RESOLVED THAT the minutes of the meeting held on March 8, 2022 be adopted.

Recorded Vote

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

- Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

None.

The Chief Administrative Officer requested that an additional item of urgency be considered as a closed session matter before Council's consideration of Reports of Council, Outside Boards and Staff.

Moved by: Councillor Jones
Seconded by: Deputy Warden Marks

RESOLVED THAT the order of proceedings be amended to allow for a brief closed session update prior to Council's consideration of reports under Reports of Council, Outside Boards and Staff as permitted under the Municipal Act Section 239 (2) *(a) the security of the property of the municipality or local board.*

Recorded Vote

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

- Motion Carried.

5. COMMITTEE OF THE WHOLE

Moved by: Councillor McPhail
Seconded by: Councillor Giguère

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

Recorded Vote

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

- Motion Carried.

<u>Closed Session Matter of Urgency</u>

Moved by: Councillor Martyn
Seconded by: Councillor Mennill

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2) *(a) the security of the property of the municipality or local board*.

Recorded Vote

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

- Motion Carried.

Motion to Rise and Report

Moved by: Councillor Ketchabaw
Seconded by: Councillor Jones

RESOLVED THAT we do now rise and report; and

THAT the report from the Chief Administrative Officer be received.

Recorded Vote

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

- Motion Carried.

6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

Moved by: Councillor McPhail
Seconded by: Councillor Martyn

RESOLVED THAT reports 6.2 – Terrace Lodge Redevelopment Fundraising Committee Appointment, 6.3 – Library, Museum and Archives Service Updates – December 2021 to March 2022, 6.4 – Elgincentives Program Review, 6.5 – Elgincentives 2021 Year End Review, 6.8 – 2021 County Road Maintenance Agreement – Financial Reporting, 6.11 – Donation Policy No. 1.1, and 6.12 – Response to Ukraine Crisis be deferred for consideration at the April 26, 2022 meeting.

Recorded Vote

		Yes	No	Abstain
West Elgin	Councillor Duncan McPhail	X		
Dutton Dunwich	Councillor Bob Purcell	X		
Southwold	Councillor Grant Jones	X		
Central Elgin	Councillor Sally Martyn	X		
Central Elgin	Deputy Warden Tom Marks	X		
Malahide	Councillor Dave Mennill	X		
Malahide	Councillor Dominique Giguère	X		
Bayham	Councillor Ed Ketchabaw	X		

Aylmer	Warden Mary French	X		
	TOTAL	**9**	**0**	**0**

- Motion Carried.

6.1 **Warden's Activity Report (March) and COVID-19 Update – Warden French**

Warden French presented the report summarizing her activities on behalf of County Council in March 2022 and the County's response to the pandemic.

Moved by: Councillor Martyn
Seconded by: Councillor Mennill

RESOLVED THAT the March 31, 2022 report titled "Warden's Activity Report (March) and COVID19 Update" submitted by Warden French be received and filed for information.

Recorded Vote

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

- Motion Carried.

6.2 **Terrace Lodge Redevelopment Fundraising Committee Appointment – Councillor Giguère**

The report has been deferred until the April 26, 2022 County Council meeting.

6.3 **Library, Museum and Archives Service Updates – December 2021 to March 2022 – Director of Community and Cultural Services**

The report has been deferred until the April 26, 2022 County Council meeting.

6.4 **Elgincentives Program Review – Interim Manager of Economic Development and Tourism**

The report has been deferred until the April 26, 2022 County Council meeting.

6.5 **Elgincentives 2021 Year End Review – Interim Manager of Economic Development and Tourism**

The report has been deferred until the April 26, 2022 County Council meeting.

6.6 **Elgin (County) / Eh!Tel Networks Inc. - Telecommunications Equipment Consent and Road User Agreement – Senior Counsel**

Senior Counsel presented the report recommending approval and authorization for execution of a proposed Telecommunication Equipment Consent and Road User Agreement ("Telecommunication Agreement") between Elgin (County) and Eh!Tel Networks Inc.

Moved by: Deputy Warden Marks
Seconded by: Councillor Giguère

RESOLVED THAT the within Report to Council, dated March 30, 2022, and entitled "Elgin (County) / Eh!Tel Networks Inc. – Telecommunications Equipment Consent and Road User Agreement" be received and filed; and

THAT County Council approve and authorize the Warden and Chief Administrative Officer to execute a proposed Telecommunication Equipment Consent and Road User Agreement as between Elgin (County) and Eh!Tel Networks Inc. substantially in the form and of the content attached as Appendix "A".

Recorded Vote

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

- Motion Carried.

6.7 **Elgin / Elgin / Municipal Property Assessment Corporation ("MPAC") - Parking Space Licence Agreement – General Manager of Engineering, Planning, & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the report recommending the execution of a Parking Space Licence Agreement between Elgin County and MPAC for the period June 1, 2022 to May 31, 2023, and as applicable to two (2) parking spaces in the County Administration Building Parking Lot.

Moved by: Councillor Mennill
Seconded by: Deputy Warden Marks

RESOLVED THAT the within Report to Council, dated March 15, 2022, and entitled "Elgin/Municipal Property Assessment Corporation ("MPAC') – Parking Space Licence Agreement", be received and filed; and

THAT Council approve preparation and execution of a Parking Space Licence Agreement between Elgin County and MPAC for the period June 1, 2022 to May 31, 2023, and as applicable to two (2) parking spaces in the County Administration Building Parking Lot; and

THAT the Warden and Chief Administrative Officer be authorized to execute the said Parking Space Licence Agreement for the period June 1, 2022 to May 31, 2023, and as applicable to two (2) parking spaces in the County Administration Building Parking Lot, as prepared by the County Solicitor.

Recorded Vote

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

	TOTAL	**9**	**0**	**0**

- Motion Carried.

6.8 **2021 County Road Maintenance Agreement – Financial Reporting – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The report has been deferred until the April 26, 2022 County Council meeting.

6.9 **Surface Treatment and Microsurfacing (Tender No. 2022-T11) and Culvert Rehabilitations (Tender No. 2022-T12) - Tender Awards – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning & Enterprise/Deputy CAO presented the report recommending that tender awards for surface treatment, microsurfacing, and culvert replacement projects be signed by the Warden and Chief Administrative Officer.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Jones

RESOLVED THAT Duncor Enterprises Inc. be selected to complete Surface Treatment and Microsurfacing on various roads, Tender No. 2022-T11 at a total price of $222,195.00 exclusive of H.S.T.; and

THAT Gary D. Robinson Contracting Ltd. be selected to complete Culvert Rehabilitations on various roads, Tender No. 2022-T12 at a total price of $916,850.00 inclusive of a $25,000 contingency allowance and exclusive of H.S.T.; and

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

Recorded Vote

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

- Motion Carried.

6.10 **COVID-19 Emergency Team Planning – March Update – Chief Administrative Officer**

The Chief Administrative Officer presented the report outlining updates to the County's COVID-19 response.

Moved by: Councillor Martyn
Seconded by: Councillor Mennill

RESOLVED THAT the report titled "COVID-19 Emergency Team Planning – March Update" dated March 28, 2022 from the Chief Administrative Officer be received and filed.

Recorded Vote

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

- Motion Carried.

6.11 **Donation Policy No. 1.1 – Chief Administrative Officer**

The report has been deferred until the April 26, 2022 County Council meeting.

6.12 **Response to Ukraine Crisis – Chief Administrative Officer**

The report has been deferred until the April 26, 2022 County Council meeting.

7. COUNCIL CORRESPONDENCE

7.1 **Items for Consideration**

7.1.1 Letter from Dianne Wilson, Deputy Clerk/Records Management Coordinator, Municipality of Central Elgin with notice of a Central Elgin Council resolution regarding the 2022 East Road reconstruction project.

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Marks

RESOLVED THAT staff be directed to bring a report to County Council with respect to the 2022 East Road reconstruction project.

Recorded Vote

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

- Motion Carried.

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

7.2.1 Shannon Smith, Acting Supervisor – Board Services, Thames Valley District School Board (TVDSB) with a letter to the Ministry of Education regarding TVDSB's Trustee distribution for the geographic areas of Elgin County, Oxford County, Middlesex County, and City of London.

7.2.2 Letter from Warden Mary French to Elgin County Local Municipal Partners requesting support for the initiative put forth by Karen Vecchio MP regarding the Government of Canada's Platinum Jubilee of Her Majesty Queen Elizabeth II Awards.

7.2.3 St. Thomas Elgin Public Art Centre 2021 Annual Report.

7.2.4 City of Barrie with a resolution requesting that the Province of Ontario develop a plan of action to address joint and several liability.

7.2.5 SWIFT Monthly Project Update - February 2022.

7.2.6 Letter from Vince Romeo, Director of Education and Secretary, London District Catholic School Board, with notice of LDCSB approval of recommendations concerning Trustee distribution.

7.2.7 Letter from Lori-Ann Pizzolato, Chair, Thames Valley District School Board, in response to the Warden's recent letter to Jessica Johnson regarding the draft Rural Education Task Force report.

Moved by: Councillor McPhail
Seconded by: Councillor Giguère

RESOLVED THAT Correspondence Items #7.2.1-7.2.7 be received and filed.

Recorded Vote

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

- Motion Carried.

8. OTHER BUSINESS

8.1 Statements/Inquiries by Members

8.1.1 Councillor Martyn announced that the Vimy Lecture is taking place April 9, 2022 at 2:00 p.m. at the Elgin County Heritage Centre.

8.1.2 Councillor Jones notified Council that Kettle Creek Conservation Authority recently obtained a donation of 46 acres of forest habitat from Ted and Duggie Gill and family for the creation of a new Conservation area near Talbotville.

8.1.3 Councillor Purcell asked for an update on the status of the County's declared state of emergency. The Chief Administrative Officer noted that the County, in coordination with local municipal partners, will rescind the state of emergency on April 8, 2022 at 10:00 a.m.

8.2 Notice of Motion

None.

8.3 **Matters of Urgency**

None.

9. CLOSED MEETING ITEMS

Moved by: Deputy Warden Marks
Seconded by: Councillor Jones

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

In-Camera Item #2

(b) personal matters about an identifiable individual, including municipal or local board employees – Organizational Update

In-Camera Item #3

(b) personal matters about an identifiable individual, including municipal or local board employees – Organizational Update

Recorded Vote

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

- Motion Carried.

10. MOTION TO RISE AND REPORT

Moved by: Councillor Mennill
Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now rise and report.

Recorded Vote

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

- Motion Carried.

In-Camera Item #1 – Litigation Update

Moved by: Councillor Jones
Seconded by: Councillor Martyn

RESOLVED THAT staff proceed as directed.

Recorded Vote

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

- Motion Carried.

In-Camera Item #2 – Organizational Update

Moved by: Deputy Warden Marks
Seconded by: Councillor Jones

RESOLVED THAT staff proceed as directed.

Recorded Vote

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

- Motion Carried.

In-Camera Item #3 – Organizational Update

Moved by: Councillor Ketchabaw
Seconded by: Councillor Martyn

RESOLVED THAT staff proceed as directed.

Recorded Vote

		Yes	No	Abstain
West Elgin	Councillor Duncan McPhail	X		
Dutton Dunwich	Councillor Bob Purcell	X		
Southwold	Councillor Grant Jones	X		
Central Elgin	Councillor Sally Martyn	X		
Central Elgin	Deputy Warden Tom Marks	X		

Malahide	Councillor Dave Mennill	X		
Malahide	Councillor Dominique Giguère	X		
Bayham	Councillor Ed Ketchabaw	X		
Aylmer	Warden Mary French	X		
	TOTAL	**9**	**0**	**0**

- Motion Carried.

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

Moved by: Councillor Purcell
Seconded by: Councillor Jones

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

Recorded Vote

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

- Motion Carried.

12. CONSIDERATION OF BY-LAWS

12.1 By-Law No. 22-19 – 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 April 6, 2022 Meeting.

Moved by: Councillor Jones
Seconded by: Councillor Mennill

RESOLVED THAT By-Law No. 22-19 be now read a first, second and third time and finally passed.

Recorded Vote

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

- Motion Carried.

13. ADJOURNMENT

Moved by: Deputy Warden Marks
Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now adjourn at 2:38 p.m. to meet again on April 26, 2022 at 9:00 a.m.

Recorded Vote

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

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Mary French,
Warden.

REPORTS OF COUNCIL AND STAFF

April 26, 2022

Council Reports – ATTACHED

Councillor Giguère – Terrace Lodge Redevelopment Fundraising Committee Appointment

Staff Reports – ATTACHED

Director of Community and Cultural Services – Library, Museum, and Archives Service Updates – December 2021 to March 2022

Director of Homes and Seniors Services – Homes - Nursing and Maintenance Department Policy Manual Review and Revisions

Director of Homes and Seniors Services – Homes – Pharmacy Services – Amending Agreement

Interim Manager of Economic Development and Tourism – Elgincentives Program Review

Interim Manager of Economic Development and Tourism – Elgincentives 2021 Year End Review

General Manager of EPE/Deputy CAO – 2021 County Road Maintenance Agreement – Financial Reporting

General Manager of EPE/Deputy CAO – East Road – Multi-Use Path Funding Request

Chief Administrative Officer – Donation Policy 1.1

Chief Administrative Officer – Response to Ukrainian Crisis

REPORT TO COUNTY COUNCIL

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

DATE: March 29, 2022

SUBJECT: Terrace Lodge Redevelopment Fundraising Committee Appointment

RECOMMENDATIONS:

THAT the March 29, 2022, report titled, *Terrace Lodge Redevelopment Fundraising Committee Appointment* submitted by Councillor Giguère, be received and filed for information; and

THAT County Council appoint Dutton Dunwich Councillor Amarilis Drouillard to sit on the Terrace Lodge Redevelopment Fundraising Committee for the remainder of 2022.

INTRODUCTION:

On February 22, 2022, County Council approved a change to the Terms of Reference for the Terrace Lodge Redevelopment Fundraising Committee. This change provided for a change in Committee composition allowing for representation from all of Elgin's Local Municipal Partners. In response to a request for an appointed member, the Municipality of Dutton Dunwich appointed Councillor Amarilis Drouillard to sit on the Terrace Lodge Redevelopment Fundraising Committee.

DISCUSSION:

To reflect that residents of Terrace Lodge come from all across Elgin County and that Terrace Lodge is a Long-Term Care Home that belongs to all County residents, County Council altered the Terms of Reference for the Terrace Lodge Redevelopment Fundraising Committee to include representation from all seven (7) of Elgin County's Local Municipal Partners.

Correspondence was sent to Elgin County's LMPs who currently do not have an appointed representative on the Committee inviting them to appoint either a member of Municipal Council or a member of the general public to sit on the Committee.

Correspondence was also sent to Elgin County LMPs who already have an appointed member asking them to assist in the recruitment of Members-at-Large and Committee Volunteers.

Elgin County has received a resolution (attached) from the Municipality of Dutton Dunwich appointing Councillor Amarilis Drouillard to the Terrace Lodge Redevelopment Fundraising Committee. The Committee is recommending that Council approve this appointment. The Committee hopes to receive more appointments from other LMPs in the coming weeks; however, in order to allow Councillor Drouillard to take her position as a voting member on the Committee as soon as possible, she must also be appointed by County Council.

It is expected that additional reports to County Council with other recommended appointments will be brought before County Council in the coming months.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

Additional Comments: None.

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

Should Council approve the appointment of Dutton Dunwich Councillor Drouillard to the Terrace Lodge Redevelopment Fundraising Committee, a letter will be sent inviting Councillor Drouillard to attend the next meeting as a voting member.

CONCLUSION:

The Municipality of Dutton Dunwich has appointed Councillor Drouillard to sit on the Terrace Lodge Redevelopment Fundraising Committee for the remainder of 2022. The Committee is recommending that Council appoint Councillor Drouillard at the County level as well.

All of which is Respectfully Submitted

Councillor Dominique Giguère

COUNCIL RESOLUTION

Res: 2022.08. 16

Wednesday, March 23, 2022

Moved by: _____Hentz_____

Seconded by: ___Corneil_____

THAT the Council of the Municipality of Dutton Dunwich receives correspondence from the Terrace Lodge Redevelopment Fundraising Committee; and

THAT Council appoints Councillor Amarilis Drouillard to sit on the Terrace Lodge Redevelopment Fundraising Committee for the remainder of 2022.

Recorded Vote	**Yeas**	**Nays**
P. Corneil	_x__	_____
A. Drouillard	_____	_____
K. Loveland	_x__	_____
M. Hentz	_x__	_____
B. Purcell – Mayor	_x__	_____

CARRIED:

_____
Mayor

DEFEATED:

_____
Mayor

REPORT TO COUNTY COUNCIL

FROM: Brian Masschaele, Director of Community and Cultural Services

DATE: April 1, 2022

SUBJECT: Library, Museum and Archives Service Updates – December 2021 to March 2022

RECOMMENDATION:

THAT the April 1, 2022 report titled Library, Museum and Archives Service Updates – December 2021 to March 2022, submitted by the Director of Community and Cultural Services, be received and filed for information.

INTRODUCTION:

This report provides County Council with service and project updates for Elgin County Library, Elgin County Museum and Elgin County Archives for the period of December 2021 to March 2022 relative to the province's COVID-19 re-opening framework.

DISCUSSION:

Elgin County Library, Elgin County Museum (including the Elgin County Heritage Centre) and Elgin County Archives are gradually re-establishing full services while adhering to on-going COVID-19 safety protocols. All three are now operating at full occupancy. Customer service is being provided behind plexiglass and both physical distancing and mask wearing are strongly encouraged although no longer mandatory.

The following is an update on current service levels and projects at each institution:

Elgin County Library

All interior services are now available but the option of curbside pickup of materials continues upon request. Interior capacity was limited to 50 per cent occupancy until the end of February but has now been fully restored. The following are highlights of projects and initiatives undertaken by library staff during this period:

- Library programs for all ages are gradually returning, particularly indoor children's programming which had been suspended since the on-set of the pandemic in

March 2020. All ten branches hosted March break programs involving a variety of activities and events which were very well attended. Many programs were customer-led activities such as at Port Stanley and Belmont and Springfield branches, and some were staff-led programs such as at Dutton library.

- Circulation of print materials at the end of December 2021 saw an increase to over 90 per cent of pre-pandemic levels. In early 2022, circulation decreased slightly to over 80 per cent of pre-pandemic levels, however this is historically typical of circulation of print materials during the winter months. A full analysis of circulation levels throughout 2021 will the subject of the library's annual report in 2022.
- County Council approved the elimination of library fines through a staged process beginning in June 2022. Publicity and awareness surrounding this move is currently in development and will be released in the coming weeks.
- All staff were able to participate in virtual sessions of the annual Super Conference of the Ontario Library Association which took place February 1 - 5, 2022. Staff led a session entitled "Gathering Our Resources: A Public Library and Correctional Institution Come Together to Support Literacy and Create Change" in partnership with the Ministry of the Solicitor General on the library's innovative partnership to donate discarded library materials to area correctional institutions. Approximately 150 people attended the session live and at least 219 have viewed. The CAO also presented on the topic of "Relationship Building with Your Municipality" which was well attended.
- Branches have been working in partnership with Southwestern Public Health to host COVID-19 vaccination clinics. These clinics are open to all ages but are particularly targeted at youths aged 5 to 11.
- Seed libraries at Belmont, Dutton, Shedden and Springfield branches are launching by April 1st. Customers can check out and grow up to six seed packages per family from these branches. See more details about our seed libraries here, as well as other special library collections.
- New titles were added to our accessible Daisy CD collection (50) in partnership with CELA (Centre for Equitable Library Access). These digital talking books provide an audio format for those with visual or print disabilities. Also, two additional DAISY readers are being added to the collection to support these special CDs.
- A new Digital Book Club, "Elgin Reads" launched in January and the Facebook group of over 60 members meets monthly, and members can drop in virtually for book discussion on a particular day. To support the Club, the Library is offering on-demand eBook and eAudiobook copies of the titles through Libby and Hoopla (of which this title won't count towards a cardholder's monthly max checkout).
- Marketing materials and rack cards continue to be distributed strategically across the County to increase the number of active cardholders. Rack cards were recently mailed to residents of Oneida on behalf of the Shedden branch as part of on-going Indigenous outreach efforts in the region. Similar mailouts will be made shortly to parts of Aylmer, Malahide and Dutton.
- Staff remain in active discussions with St. Thomas Public Library and area partners regarding the renewal of the library's catalogue software, the contract for

which expires at the end of 2022. Renewing this contract is a major strategic initiative for the year.

Elgin County Museum / Elgin County Heritage Centre / Elgin County Archives

Museum and archives were open at 50 per cent capacity in December, closed in January and re-opened at 50 per cent capacity in February according to the province's COVID-19 re-opening framework. They are now open at full capacity as of March. No appointment is needed to visit the Elgin County Heritage Centre. Archives is open by appointment only as part of entrance protocols for the Elgin County Administration Building. Customer service behind plexiglass continues and physical distancing and mask wearing are strongly encouraged although no longer mandatory. The following are highlights of projects and initiatives undertaken by museum and archives staff during this period:

- Launch of the exhibit "Space to Spoon" which showcases technology that transforms satellite images into agricultural applications. This is a travelling exhibit on loan from Ingenium, Canada's Museums of Science and Innovation in partnership with the Canadian Agriculture and Food Museum and the Canadian Space Agency.
- Organization and launch of an online Black history tour in partnership with regional museums through the virtual reality application 'On This Spot'. The museum's contributions to this site can be viewed here and content on the regional Black history exhibit can be viewed here.
- The Oneida Language and Cultural Centre is now actively participating in the "Museums of Elgin County" database. Staff have provided further training on how to upload to the database. On-site curatorial assistance has also been provided to their staff.
- Elgin County Cycling History Murals Project – This project is made possible due to the support of the estate of Donna Vera Evans Bushell and involves the installation of six murals depicting cycling heritage at the following locations: Port Burwell, Port Bruce, Belmont, Shedden, Dutton and Rodney. Murals for Belmont, Port Burwell and Shedden are now complete and Port Bruce is in progress. Murals at Dutton and Rodney will be commissioned in the coming weeks.
- Augmented Reality project – This project is also funded by the Bushell estate. Five more experiences relating to Port Stanley will be launched by late spring.
- The Elgin County Museum Advisory Committee held its first meeting of 2022 on March 2nd with all members in attendance. The agenda and previous minutes are available on the County's website.
- Staff are currently working with St. Thomas Public Library to consolidate and digitize the library's local history collections which will then be integrated into the archives' searchable database. This includes well over 50,000 index cards relating to genealogy and local history.

- Work continues to digitize local newspapers, including hard copies of the St. Thomas Times-Journal and its antecedent papers through the support of the Bushell Estate.
- Archives is in the process of acquiring records and photographs relating to the tenure of former Member of Provincial Parliament Jeff Yurek. Once fully processed, these records will be a valuable addition to the collection.
- Archives is about to enter new territory to preserve the County's social media accounts and postings as archival records. This is being facilitated through a service called "Archive-It" through the Internet Archive. The archives has been deemed eligible for a complimentary subscription to this service. A preview is available here and the service has already started mining results.

FINANCIAL IMPLICATIONS:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

Local municipal partners have been kept informed of the library's service changes and hours of operation. Notices regarding renewal of leases for 2023 have been issued as recommended by County Council at the March 8, 2022 meeting. Partners have been providing appropriate support such as cleaning under the terms of the County's current leases.

COMMUNICATION REQUIREMENTS:

These service updates have been posted on respective websites and through social media accounts. Any immediate changes to service levels and procedures will be communicated through these channels.

CONCLUSION:

Library, museum and archives' services are now approaching pre-pandemic levels, although COVID-19 safety protocols are still in place and are expected to continue for some time despite the lifting of restrictions by the province. Library programs for all ages, particularly children's programs, have been re-established and are being well attended. The Heritage Centre is open for exhibitions and public visits and staff in museum and archives continue to engage in collection work, digitization activities and special projects funded through the Bushell estate.

All of which is Respectfully Submitted

Brian Masschaele
Director of Community and Cultural Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

DATE: April 13, 2022

SUBJECT: Homes – Nursing and Maintenance Department Policy Manual Review and Revisions

RECOMMENDATIONS:

THAT the report titled “Homes – Nursing and Maintenance Department Policy Manual Review and Revisions” dated April 13, 2022 from the Director of Homes and Seniors Services be received and filed; and

THAT Council approve the County of Elgin Homes and Seniors Services Nursing and Maintenance Department policy manual review and revisions for 2022.

INTRODUCTION:

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

DISCUSSION:

The Homes Policy Manual for Nursing has been reviewed and revised by the Homes Managers of Resident Care; and the Maintenance Department manual by the County’s Building Science Technologist. The revised manual(s) includes revisions to the following policies and procedures.

Nursing Department:

- Death of a Resident – updated reference to Home and Community Care Support Services from Local Health Integration Network
- Handling and Administration of Hazardous/Cytotoxic Agents – grammatical revisions
- Hot Weather Monitoring & Prevention of Illness – policy name change to “Heat Related Illness Prevention and Management Plan”; amended to align with Ministry legislative changes
- Maxislide – updated to best practice

- Mechanical Lifts – updated to best practice and minor wording changes
- Nail Care – updated to best practice
- Neurotoxin Treatment Clinics for Spasticity Management – typos and reference update
- Palliative and End-of-Life Care – updated with reference to additional clinical support assessment tool
- PICC Line – Central Venous Access Device – CVAD – updated to best practice and scope of practice
- Transfer or Discharge of Resident from Home – updated to align with legislation related to discharge during a pandemic

Maintenance Department:

- 2.15 Maintenance Procedures – Heating, Ventilation and Air Conditioning – HVAC – new policy outlining legislative requirements related to HVAC

FINANCIAL IMPLICATIONS:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

Additional Comments:

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

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

CONCLUSION:

The nursing and maintenance policy revisions align with the LTCHA, 2007, related Regulations and best practices to support resident and staff safety and service delivery. The policy manuals in their entirety may be reviewed through the County Website https://www.elgincounty.ca/homes-seniors-services/employee-portal/

All of which is Respectfully Submitted

Michele Harris
Director of Homes and Seniors Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

Mike Hoogstra, Purchasing Coordinator

DATE: April 19, 2022

SUBJECT: Homes – Pharmacy Services – Amending Agreement

RECOMMENDATIONS:

THAT Council approve the changes in operating procedures and/or services with an authorization for execution of an amending agreement prepared by the County Solicitor which incorporates those changes; and

THAT the Warden and Chief Administrative Officer be authorized to sign the amending agreement with CareRx Pharmacy Inc. for the ongoing provision of pharmacy services; and

THAT the report titled “Homes – Pharmacy Services – Amending Agreement” be received and filed.

INTRODUCTION:

Long-Term Care Home legislation requires Long-Term Care (LTC) Home operators to provide a number of services related to drugs and medications. Every LTC Home must retain a pharmacy service provider who is required to:

- Provide drugs to the Home on a 24/7 basis
- Develop medication assessments, records and profiles for every resident
- Monitor therapeutic outcomes of drugs
- Undertake risk management and quality improvement
- Develop audit protocols
- Offer educational support to staff
- Provide drug disposal and destruction services

In addition, pharmacy providers are required to be part of each LTC Home’s interdisciplinary team and collaboratively develop, evaluate and improve the home’s medication management system as well as obtain and maintain drugs in the home safely.

DISCUSSION:

CareRx Pharmacy provides pharmacy services to the County of Elgin Homes through a replacement agreement dated January 1, 2020 and amending agreement dated October 1, 2021.

On April 28, 2021 notices from the Ministry of Long-Term Care (MLTC) regarding the LTC Medication Safety Technology (MST) Program were provided to all LTC Homes. The goals of this program are to:

- Strengthen LTC medication safety; and
- Increase the adoption of medication safety technologies across the sector

The Director of Homes and Seniors Services, County Purchasing Coordinator, Homes Administrators and Managers of Resident Care met with CareRx Pharmacy staff several times in both 2021 and 2022 to review potential options for the County of Elgin LTC Homes related to medication safety technology.

The March 2022 meetings resulted in the development of proposed changes in operating procedures and/or services (including technology) for the ongoing provision of pharmacy services by CareRx Pharmacy to the residents of the County of Elgin Homes which:

- Aligns with the requirements of the pharmacy service provider within the LTCH legislation and the the Ministry of Long-Term Care Medication Safety Technology Program;
- Does not represent a change in fees/costs to the residents of the Homes;
- Involves improved technology and medication process changes for registered staff that will be implemented following training by the CareRx Pharmacy educator;
- Supports medication management safety; and
- Represents very minimal financial impact to the Home(s)

The County Solicitor and Purchasing Coordinator have reviewed the current agreement and proposed changes in operating procedures and/or services to ensure alignment with legislation and ongoing provision of pharmacy services.

FINANCIAL IMPLICATIONS:

The proposed changes will have a minimal financial impact to the Homes and will be funded by existing medication safety technology funding provided by the Ministry of Long-Term Care.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

No Local Municipal Partner impact.

COMMUNICATION REQUIREMENTS:

No communication requirements.

CONCLUSION:

Pharmacy and County of Elgin staff were successful in negotiating changes in operating procedures and/or services that align with LTCH legislation and the Ministry of Long-Term Care related to medication safety technology to support the ongoing provision of pharmacy services.

All of which is Respectfully Submitted

Michele Harris
Director of Homes and Seniors Services

Mike Hoogstra
Purchasing Coordinator

Approved for Submission

Julie Gonyou
Chief Administrative Officer

AMENDING AGREEMENT NO. 2 TO SERVICES AGREEMENT

This Amending Agreement is effective as of June 1, 2022 (the "**Amendment Effective Date**") by and between CareRx Holdings Inc. (the "**Pharmacy**") and the Corporation of the County of Elgin (the "**County**").

WHEREAS SmartMeds Pharmacy Inc. ("**SmartMeds**") and the County are parties to a services agreement effective January 1, 2020 (the "Original **Agreement**");

AND WHEREAS SmartMeds was acquired by the Pharmacy on April 1, 2021 and, following such acquisition, the Pharmacy began providing the services contemplated by the Original Agreement to the County;

AND WHEREAS the Pharmacy entered into an amending agreement to the Original Agreement dated October 1, 2021 (the "**Amending Agreement**", and together with the Original Agreement, the "**Agreement**");

AND WHEREAS the parties wish to make certain amendments to the Agreement as specified herein;

NOW THEREFORE for good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged by the Pharmacy and the County, the said parties covenant agree as follows:

1. Preamble Provisions form Part of Agreement and Amending Agreement No. 2

The Parties hereto acknowledge and agree that the preamble paragraphs set forth above are true and shall form part of both this Amending Agreement No. 2 and, together with the Original Agreement and the Amending Agreement, the Agreement as referenced therein.

2. Amendment to the Agreement

(1) Without reference to any specific Article within the Agreement, as amended, but at all times to be interpreted and implemented to accomplish and result in the acknowledgement, agreement, consensus, and/or action as contemplated by the ordinary language reflected therein, the Parties hereto acknowledge and agree that the Agreement, as previously amended by the Amending Agreement, shall be further amended by this Amending Agreement No. 2 as follows:

(a) As A matter of general interpretation, terms used but not defined within the Agreement, as amended, have the meaning given to them in and by the said Agreement, as amended.

(b) As of the Amendment Effective Date, the Pharmacy will provide pharmacy services as contemplated by this Agreement to the County from its CareRx pharmacy facility located at 112 Newbold Court, London, Ontario, N6E 1Z7. In connection with such change in base pharmacy location, the Pharmacy shall develop, implement, and complete an agreeable training regime and schedule for Elgin Homes staff prior to June 22, 2022, for Bobier Villa and Elgin Manor, and prior to June 29, 2022 for Terrace Lodge, at all times and in all respects at no cost to Elgin.

(c) Following completion of the regime and schedule as provided for in item (b) above and subject to the requirements set forth in items (d) and (e) below, the Pharmacy shall cease use of the current SmartMeds Technology upon a date agreed to by Elgin and, concurrently but without any gap in relation to the pharmacy services as contemplated herein, the Pharmacy shall implement Point Click Care Integrated Medication Management (IMM), Electronic Medication Administration Record (eMAR) and Computerized Physician Order Entry (CPOE) (hereinafter "CareRx Technology") in replacement thereof, at all times at no cost to the County. The Parties further agree that, in connection with the implementation and commencement of use of the CareRx Technology, the Pharmacy and Elgin shall develop, implement, and complete an agreeable training regime and schedule for County staff in relation to such CareRx Technology, at all times at no cost to Elgin.

(d) Subject to the Homes' capacity to implement and program vendor availability the Pharmacy shall provide the County with IMM access no later than July 31, 2022 and, CPOE implementation during quarter three (3) of calendar year 2022.

(e) The County and Pharmacy further agree that implementation of bar coding technology of medication packaging, at the point of medication administration, shall commence no later than September 30, 2022. The Parties further agree that any hardware costs related to implementation of bar coding technology, scanners, shall be paid by the County through available Medication Safety Technology Program funding.

(f) Effective June 22, 2022 at Bobier Villa and Elgin Manor and June 29, 2022, at Terrace Lodge, drug destruction services as contemplated by this Agreement, as amended, will be provided by Daniels Health Care under arrangements made and paid for by the Pharmacy and at all times at no additional cost to the County or the Homes.

(g) The Pharmacy agrees that, as part of the redevelopment of Terrace Lodge, it shall reassess pharmacy equipment utilized within such Home, including but not limited to medication and treatment carts and, further thereto, to make adjustments or replacements in such equipment in coordination with the County at all its Homes, including but not limited to Terrace Lodge, at all times at no additional cost to the County

(2) With reference to section 4 of the Amending Agreement, the reference in line 4 to "150 days shall be deleted and the figure and word "90 days" substituted therefor.

3. Interpretation

(a) From and following the date hereof, each reference in the Agreement to "this Agreement" shall mean and be a reference to the Original Agreement as amended by the Amending Agreement and this Amending Agreement No. 2. Except as otherwise expressly amended hereby, the Original Agreement, as amended by the Amending Agreement and this Amending Agreement No. 2, shall thereafter remain and be in full force and effect and be read as one and the same instrument.

4. Electronic Signatures and Execution in Counterparts

(a) This Amending Agreement may be executed in any number of counterparts, and may be delivered originally, by facsimile, or by Portable Document Format ("**PDF**") and each such original, facsimile copy, or PDF copy, when so executed and delivered, shall be deemed to be an original and all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this extension and amending agreement as of the date first above written.

CORPORATION OF THE COUNTY OF ELGIN

Per: _____
Name: Mary French
Title: Warden
I have the authority to bind the corporation.

Per: _____
Name: Julie Gonyou
Title: Chief Administrative Officer
I have the authority to bind the corporation.

CARERX HOLDINGS INC.

Per: _____
Name: Kim Donaldson
Title: VP, Business Development
I have the authority to bind the corporation.

Elgin County
Progressive by Nature

Elgincentives Program Review

Presented By
Carolyn Krahn
Interim Manager, Economic Development and Tourism

April 6, 2022

Council Direction

At their February 9, 2021 meeting, Council resolved:

- THAT staff proceed with a status quo Elgincentives Program for 2021;
- THAT staff be directed to continue to work with Local Municipal Partners to conduct an ongoing review of the Elgincentives program to ensure program alignment with community need; and further
- THAT staff be directed to present alternatives to Council as part of the 2022 budget review process.

Report Outline

Following Council direction, staff have engaged the Local Municipalities and the Implementation Committee in a review of the Elgincentives program.

Today's presentation includes their feedback and will include their recommendations along with some alternatives for Council's consideration at the end of the presentation.

PART 1	Elgincentives Background
PART 2	Available Incentive Programs
PART 3	Program Review
PART 4	Program Concerns
PART 5	Next Steps & Recommendations

What is a Community Improvement Plan?

- A Community Improvement Plan (CIP) is a tool that municipalities can use to encourage redevelopment activities so that lands, buildings and infrastructure are effectively used, reused and restored. The goal of a Community Improvement Plan is to drive private investment in a cohesive and coordinated manner.

- Section 28 of Ontario's Planning Act provides powers to municipalities to develop financial incentives (grants and loans) to private property owners through the creation of a Community Improvement Plan.

- The Planning Act restricts how upper-tier municipalities can participate in CIPs. An upper-tier municipality may make grants or loans to its lower-tier municipalities for the purpose of carrying out a CIP that has come into effect, provided that the Official Plan of the municipality making the grant or loan contains provisions related to the making of such grants or loans.

Elgincentives Background

Created in 2015, Elgincentives was developed as an innovative way for the County to support its Local Municipal Partners (LMPs) in establishing and administering CIPs. The framework was created at the County level to ensure a coordinated cross-County approach, and each municipality adopted the CIP locally.

The CIP was circulated to the Ministry of Municipal Affairs and Housing for review and comment, and written notice was provided to the Ministry upon adoption of the CIP.

Goals and Objectives

To stimulate economic growth and diversification.

To improve quality of place for residents and visitors.

To improve the stability and sustainability of the tax base.

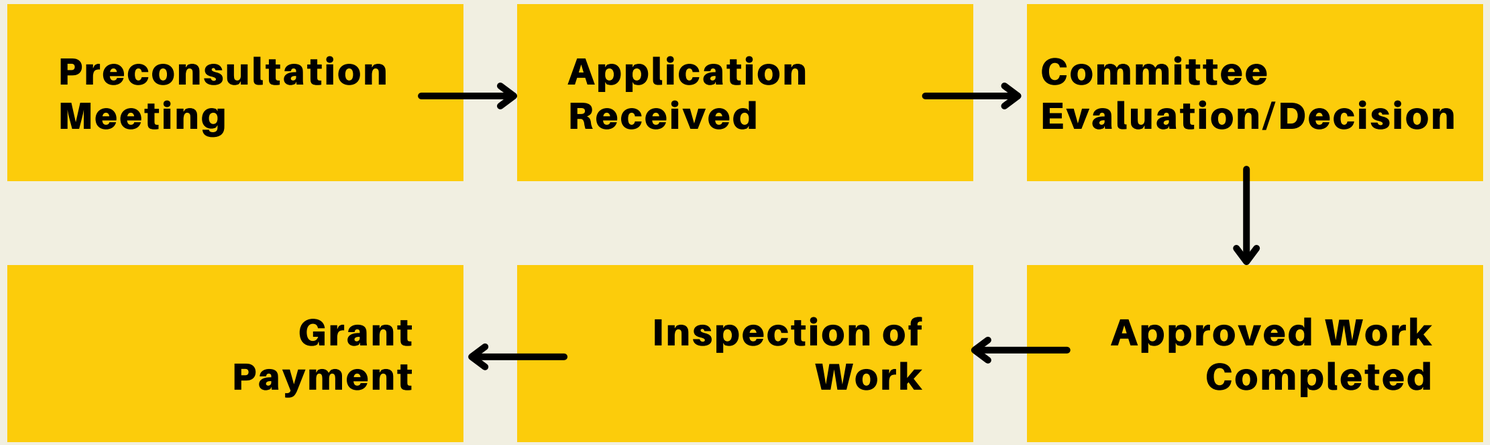
Elgincentives aims to support private sector development in the following key areas:

1. **DOWNTOWNS/MAIN STREET AREAS**
2. **AGRICULTURAL AREAS**
3. **PORTS/LAKESHORE AREAS**
4. **KEY TOURIST AND OUTDOOR RECREATIONAL AREAS**
5. **EMPLOYMENT AREAS**

The CIP was updated in 2019 to include industrial and employment areas.

Administration Process

The CIP is administered by Elgin County in partnership with the Local Municipalities through the Implementation Committee, which includes County and Local Municipal staff.



There are typically four (4) intakes per year.

Implementation Committee

County Staff Appointees:

- Manager of Planning
- Director of Financial Services
- Business Development Coordinator
- Director of Engineering
- General Manager of Economic Development

Local Municipal Appointees:

- The Local Municipalities are represented by their respective Chief Administrative Officers.

Available Incentive Programs under Elgincentives

Tax Increment Equivalent Grant

For Major Projects and Brownfield Developments

Stimulate major investment by deferring part of the increase in property taxation as a result of a redevelopment or rehabilitation project.

A Façade, Signage, and Property Improvement Grant

Assist with improvements to a building's façade or signage, or other improvements to private property (i.e. parking and landscaping)

Building Improvement/ Restoration Grant

Assist with maintenance and physical improvement of existing buildings

Building Conversion/ Expansion Grant

Assist in the small-scale conversion of existing vacant space into new commercial, mixed-use and other eligible uses

Energy Efficiency Retrofit Grant

Assist with retrofits that improve the overall energy efficiency of a building

Outdoor Art Grant

Assist with the permanent installation of outdoor artwork/sculptures

Available Incentive Programs under Elgincentives

Feasibility, Design and Study Grant

Assist with the completion of studies and plans that will investigate the potential of or support a new business or development project

Application and Permit Fees Grant

Reduce costs for planning applications or building permits in relation to an improvement project

Multiple Property Owners Supplemental Grant

Provide a supplemental grant where multiple owners or tenants implement a coordinated approach to projects

Savour Elgin/Elgin Arts Trail Supplemental Grant

Provide a supplemental grant where the establishment of a new eligible use that will also meet the criteria of the ‘Savour Elgin’ and ‘Elgin Arts Trail’ programs

Environmental Study Grant

Assist owners of brownfield sites with the undertaking of environmental studies to learn more about the type of contamination, environmental risks, and potential remediation requirements and costs.

Brownfield Financial Tax Assistance Program

Encourage the remediation and rehabilitation of brownfield sites by providing tax assistance at the beginning of the clean-up process and during the redevelopment stage.

Approved Projects 2015-2021

Tax Increment Equivalent Grant

Approved Projects: 2
Grant Value: TBD

To date the first approved project has received $22,763. The second project was approved late 2020. Once MPAC reassesses their property, they will begin receiving the grant.

Façade, Signage, and Property Improvement Grant

Approved Projects: 219
Grant Value: $581,950

Building Improvement/ Restoration Grant

Approved Projects: 133
Grant Value: $691,347

Building Conversion/ Expansion Grant

Approved Projects: 9
Grant Value: $55,029

Energy Efficiency Retrofit Grant

Approved Projects: 11
Grant Value: $32,697

Outdoor Art Grant

Approved Projects: 3
Grant Value: $3,836

Approved Projects 2015-2021

Feasibility, Design and Study Grant

Approved Projects: 1
Grant Value: $1,709

Application and Permit Fees Grant

Approved Projects: 0

Multiple Property Owners Supplemental Grant

Approved Projects: 3
Grant Value: $ 841

Savour Elgin/Elgin Arts Trail Supplemental Grant

Approved Projects: 40
Grant Value: $ 25,617

Environmental Study Grant

Approved Projects: 0

Brownfield Financial Tax Assistance Program

Approved Projects: 0

Available Incentive Programs under Elgincentives

Notes:

- Annually the Implementation Committee may decide which financial incentives will be in effect for that year.

- The annual budget for Elgincentives does not fund the County portion of the tax assistance programs. These incentives are provided as reimbursements in the year following payment to Elgin County and therefore do not require funding.

Program Review

After six (6) years of Elgincentives, it is time to review the program's goals, administration, and success.

- Do the goals still reflect our community's needs?
- What are the areas in the County that need improvement?
- What are we trying to achieve?
- Do the available incentives respond to community needs, target the areas that require improvement, and are they well suited to accomplish what we are trying to achieve?

Considerations

- Local businesses need support now. Many businesses took out loans to help them get through the pandemic.
- We need to encourage new investment in Elgin County.
- The Elgincentives CIP is one of the tools that we have and can use right away.

Program Concerns

- There needs to be a clear strategy guiding which projects are marketed, approved, and funded.
- Approved projects do not always have the impact that they should.
- There are not enough new businesses applying/receiving grants.
- The same businesses keep getting funded.
- Program administration has become burdensome.

Addressing Concerns

The Implementation Committee has defined priorities for 2022 so that strategic investments can be made:

1. Promote the (re)development of vacant, underutilized spaces (lands and buildings)
2. Promote business/public interest in downtowns/main street areas
3. Encourage the expansion of the agribusiness sector

Marketing would be focused on these areas (i.e. employment lands, downtowns, agriculture) and the incentive programs that respond to the identified priorities/community needs.

Applicable Incentive Programs

- Tax Increment Equivalent Grant*
- Building Conversion/Expansion Grant
- Application and Permit Fees Grant
- Feasibility, Design and Study Grant
- Building Improvement/Restoration Grant
- Façade, Signage, and Property Improvement Grant

---

*See the next slide for an example of a successful tax grant program.

Tax Increment Grants: Niagara Region

Niagara Gateway CIP

The Niagara Gateway CIP provides eligible projects with property tax reductions of between 40% and 100% for five to ten years to eligible property owners in the municipalities of Fort Erie, Niagara Falls, Port Colborne, Thorold and Welland. Those same projects are also eligible for grants to cover Regional Development Charges. Projects that promote private sector investment, development, redevelopment and construction activity in strategic zones for each city may be eligible.

Results

Tax breaks offered through Niagara Region and City of Welland programs played a big role in landing a $250 million investment that created 220 jobs in the City when GE opened its doors in 2018. The tax break incentive is estimated to save GE about $37.4 million on property tax bills within a decade.

Addressing Concerns

The same businesses keep getting funded:

1. Target marketing.
    - Word of mouth has resulted in a lot of interest, but are the proposed projects the ones that we want to fund? Who is the target audience and how can we reach them?
    - The Enterprise Facilitator will be the boots on the ground and will play a key role in marketing the Elgincentives program.
2. Prioritize applications from new applicants.
3. Be strategic about which projects are approved and funded.
    - Review evaluation criteria.
    - Do not fund lifecycle replacements.

Addressing Concerns

Program administration has become burdensome.

- Reduce application intakes to two (2) annually.
  - The two (2) intakes would have application deadlines of May 1, 2022 and October 1, 2022.
  - Applications for Tax Incremental Equivalent Grants (TIEG) would remain open year-round.
- Explore implementing online application process.

Enhance Annual Monitoring

In addition to the Monitoring Strategy outlined in Elgincentives CIP, the Implementation Committee will:

1. Track funds provided to successful applicants.
2. Collect data on tax assessments before and after improvements.
3. Analyze data to determine which types of improvements saw the greatest increase in assessed value.
4. Use data to adjust incentive program offerings and scoring criteria for the next intake.

Next Steps

1. Review evaluation criteria to ensure that criteria align with identified priorities/community needs.

    - Use the lessons learned from the Rural Initiatives and Planning Advisory Committee's review of the Community Grant Program to update the evaluation criteria and scoring tool.
    - Train Implementation Committee members on the new evaluation tool to ensure that they can objectively review applications and work collaboratively to avoid bias. The training will also empower committee members to weed out weak applications.

Next Steps

2. Develop targeted marketing material.

- Promote the program through local BIAs, Chambers of Commerce, community organizations (e.g. EFA), the Economic Development Newsletter, and social media.
- Provide updated marketing material to Small Business Enterprise Centre, the Elgin Business Resource Centre, and local commercial/industrial realtors.
- Deploy Enterprise Facilitator to promote the program to key areas.

3. Ongoing collaboration with Local Municipalities to review the Elgincentives program annually and make adjustments as needed.

Alignment with Strategic Priorities

SUGGESTED ELGINCENTIVES PRIORITIES FOR 2022

- Promote the (re)development of vacant, underutilized spaces (lands and buildings)
- Promote business/public interest in downtowns/main street areas
- Encourage the expansion of the agribusiness sector

LINK TO COUNCIL'S STRATEGIC PRIORITIES

- Planning for and facilitating commercial, industrial, residential, and agricultural growth.
- Enhancing quality of place.
- Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future

Recommendation

THAT the County of Elgin continue funding and administering the Elgincentives Community Improvement Plan with two (2) intakes per year and refocused priorities, targeted marketing, and updated evaluation criteria;

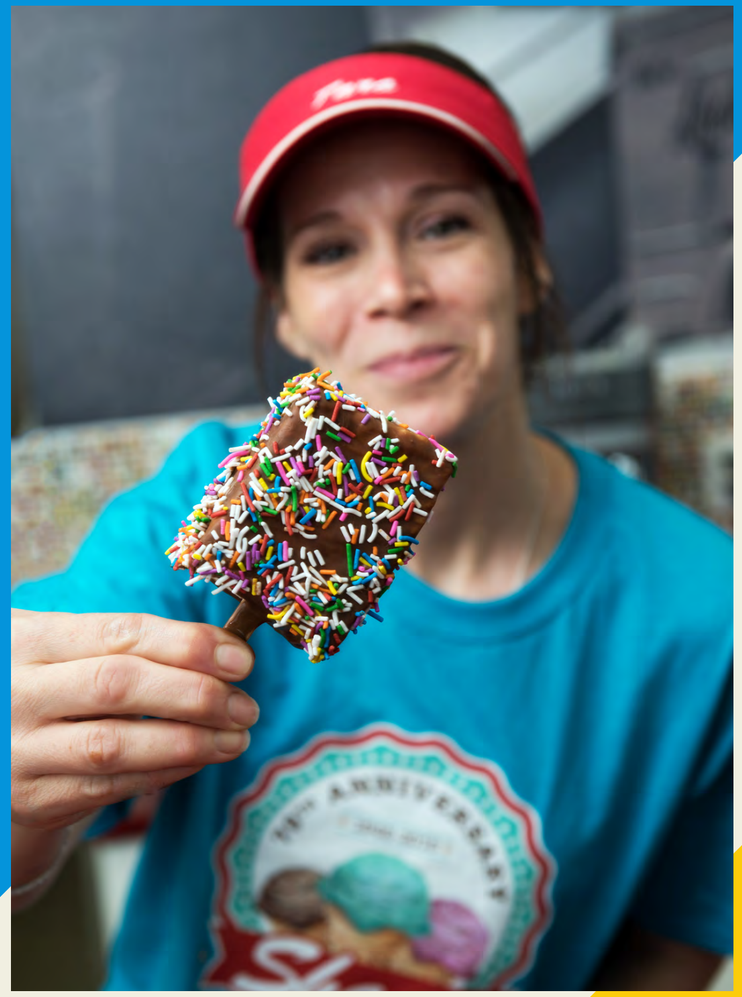
THAT staff be directed to continue to work with the Local Municipal Partners to conduct an annual review of the Elgincentives program to ensure program alignment with community need;

THAT during the annual budget review process, Council identify the extent to which they will participate in the Elgincentives financial incentive programs; and

THAT the $80,000 from the former property tax vacancy rebate program be used to fund the 2022 Elgincentives program.

OR

THAT the County of Elgin discontinue participation in the Elgincentives Community Improvement Plan and that the funding and administration of the program be transferred to the Local Municipal Partners.



Links

Elgincentives County-Wide Vision and Implementation Plan

2020 Elgincentives Program Analysis

Questions?

REPORT TO COUNTY COUNCIL

FROM: Carolyn Krahn, Interim Manager of Economic Development & Tourism

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

DATE: March 29, 2022

SUBJECT: Elgincentives 2021 Year End Review

RECOMMENDATION:

THAT the report titled "Elgincentives 2021 Year End Review" from the interim Manager of Economic Development & Tourism, dated March 29, 2022 be received and filed as information.

INTRODUCTION:

In October 2015 the Elgincentives Community Improvement Plan was launched. In five years, the program realized huge success across the County. 2020 marked the end of the Elgincentives funding commitments from County Council.

On February 9, 2021 County Council committed an additional $80,000 (property tax vacancy rebate) plus carry-over funds of $150,000 for a total of $230,000, to be included in the 2021 Budget for the Elgincentives Program.

DISCUSSION:

In 2021 Elgincentives had a total of 30 approved applications from April – October with a total investment by Elgin of $179,755 resulting in private investment of $608,281.

One application was withdrawn due to planning issues. Two applications were denied this year as the committee deemed them both to be lifecycle improvements.

There are four remaining projects from 2019 that are in the process of being completed and four projects from 2020 have received an extension due to supply chain issues and skilled labour shortage.

Dollars Committed as of November 30, 2021		
Year	**Active Applications**	**Dollars Committed**
2019	4	$27,564
2020	7	$38,349

2021	23	$153,669

Elgincentives Grants	**Number of Approved Projects***	**Approved Grant Value**
Façade	14	$44,122
Signage	12	$28,528
Property	5	$11,110
Building Improvement	17	$94,789
Building Conversion/Expansion	0	0
Energy Efficiency	0	0
Outdoor Art Grant (located in priority area)	0	0
Savour Elgin	2	$1,073
Arts Trail	1	$134
Planning and Building Fees Grant	0	0
Tax Increment Equivalent Grant	0	0

**several applications were approved for more than one grant*

Municipality	**# of Applications**	**Grant Value**	**Value of Projects**
Aylmer	9	$63,906	$197,336
Bayham	0	0	0
Central Elgin	9	$43,375	$140,093
Dutton Dunwich	4	$24,955	$115,186
Malahide	1	$6,643	$13,285
Southwold	2	$4,364	$9,531
West Elgin	5	$36,512	$132,850

FINANCIAL IMPLICATIONS:

There are no financial implications associated with the 2021 year end review.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

Municipal partners continue to serve on the Implementation Committee to review, comment and approve applications for their respective municipalities.

COMMUNICATION REQUIREMENTS:

A copy of this report and any further direction provided by Council will be circulated to each of the member municipalities.

CONCLUSION:

The popularity of the Elgincentives program remains strong and continues to improve Elgin's downtowns, waterfronts, agricultural and tourism areas.

All of which is Respectfully Submitted

Carolyn Krahn
Interim Manager of Economic Development & Tourism

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

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: March 25, 2022

SUBJECT: 2021 County Road Maintenance Agreement – Financial Reporting

RECOMMENDATIONS:

THAT the report titled "2021 County Road Maintenance Expenditures" report be received and filed.

INTRODUCTION:

This report summarizes County Road maintenance expenditures as reported by Elgin's member municipalities for the 2021 calendar year as required by the Road Maintenance Agreement.

DISCUSSION:

The County of Elgin has outsourced road maintenance activities to its member municipalities since 1997. Municipalities are required to report their maintenance expenditures from the prior year before February 15th as detailed in the Road Maintenance Agreement.

The Road Maintenance Agreement compensation model allows each municipality the flexibility to determine how to complete a defined scope of maintenance activities and provides a lump sum annual allocation (paid monthly) calculated from the number of kilometres and type (Highway Classification) of County roads maintained. Allocations are increased annually by the Ontario CPI (for the month of October).

The following table summarizes total allocations and unaudited expenditures as reported by each municipality.

2021 RMA LMP Financials							
	Aylmer	Bayham	Central Elgin	Dutton Dunwich	Malahide	Southwold	West Elgin
Kilometres Maintained	4.124	91.247	140.369	96.693	146.191	101.275	99.533
Inspection/Patrol	$ 2,104.86	$ -	$ 25,702.83	$ 135,111.62	$ 13,181.57	$ 168,524.71	$ 103,044.34
Road Surfaces	$ 3,738.96	$ 110,596.08	$ 105,264.87	$ 82,730.70	$ 10,210.76	$ 53,992.41	$ 32,214.63
Roadside	$ 64.26	$ 31,165.02	$ 134,882.41	$ 55,453.15	$ 204,704.78	$ 85,879.27	$ 69,193.86
Drainage Systems	$ -	$ 23,965.64	$ 155,311.96	$ 27,272.21	$ 3,100.45	$ 10,999.79	$ 12,990.45
Bridges/Culverts	$ -	$ 19,834.57	$ 24,082.95	$ 1,159.02	$ 13,756.46	$ 5,087.68	$ 13,500.04
Safety Devices	$ -	$ 20,810.18	$ 136,394.48	$ 6,352.17	$ 92,414.34	$ 16,204.22	$ 82,421.30
Winter Control	$ 10,379.05	$ 200,630.51	$ 371,345.87	$ 163,915.55	$ 394,785.64	$ 286,435.01	$ 157,187.87
Total Reported	$ 16,287.13	$ 407,002.00	$ 952,985.38	$ 471,994.41	$ 732,154.00	$ 627,123.09	$ 470,552.49
Total 2021 Allocation	$ 22,016.82	$ 444,594.18	$ 713,348.01	$ 465,598.83	$ 727,650.72	$ 507,754.65	$ 483,035.93
Difference ($)	$ 5,729.69	$ 37,592.18	-$ 239,637.37	-$ 6,395.58	-$ 4,503.28	-$ 119,368.44	$ 12,483.44
Percent of Allocation Spent as Reported	74%	92%	134%	101%	101%	124%	97%

Road maintenance expenditures are managed by each municipality in a manner they deem to be most effective. With this full autonomy, municipalities are able to retain any surpluses they create and must also manage deficits. After many years of experience, allocation amounts have been tested and found to be adequate to fund maintenance activities over a longer term. However, in any given year, expenditures will fluctuate mainly due to winter weather conditions. Municipalities are encouraged to reserve surpluses to offset years with higher expenditures. It is also important for municipalities to seek and implement efficiencies to reduce costs for their benefit.

As a comparison for Council's information, the table below showcases the last 6 years of available reported surplus or deficit financial expenditures as provided by municipalities.

Municipality	2015	2016	2018	2019	2020	2021
Town of Aylmer	$ (631)	$ 1,798	$ (17,138)	$ 3,675	$ 5,650	$ 5,730
Municipality of Bayham	$ 45,178	$ 70,997	$ 54,347	$ (13,317)	$ 63,489	$ 37,592
Municipality of Central Elgin	$ 12,401	$ (12,254)	$ (146,464)	$ 18,131	$ (40,962)	$ (239,637)
Municipality of Dutton/Dunwich	$ 5,737	$ (892)	$ (21,176)	$ (19,462)	$ (13,793)	$ (6,396)
Townshhip of Malahide	$ (22,101)	$ (2,336)	$ (69,519)	$ 15,514	$ (6,388)	$ (4,503)
Township of Southwold	$ 22,513	$ 33,713	$ 20,379	$ (97,070)	$ (54,274)	$ (119,368)
Municipality of West Elgin	$ 44,170	$ 29,213	$ 37,399	$ (7,511)	$ 29,157	$ 12,483
Total Reported Surplus or (Deficit)	$ 107,267	$ 120,239	$ (142,171)	$ (100,040)	$ (17,121)	$ (314,099)
Total Annual Allocation	$3,103,990	$3,131,926	$3,204,657	$3,284,774	$ 3,340,615	$ 3,363,999
Surplus or Deficit / Allocation	3.5%	3.8%	-4.4%	-3.0%	-0.5%	-9.3%

Winter control activities account for the greatest annual expenditure and can fluctuate drastically from year to year. Winter control costs can typically consume up to 60% of the total maintenance allocation. The following table summarizes winter control costs as reported for the 2021 calendar year.

Municipality	Total Winter Control Costs	Percentage of Total Funding
Town of Aylmer	$10,379.05	67%
Municipality of Bayham	$200,630.51	44%
Municipality of Central Elgin	$371,345.87	49%
Municipality of Dutton/Dunwich	$163,915.55	56%
Township of Malahide	$394,785.64	39%
Township of Southwold	$286,435.01	64%
Municipality of West Elgin	$157,187.87	29%
Total	$1,584,679.50	47%

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

Municipalities report their total maintenance expenditures to the County annually as per the Road Maintenance Agreement. In 2021, the municipalities had collectively overspent their allocations by $314,099 or by 9.3%.

The Road Maintenance Agreement funding model provides municipalities the flexibility to manage their own activities and costs. After many years of experience, allocation amounts have been tested and found to be adequate to fund maintenance activities over a longer term.

All of which is Respectfully Submitted

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

Peter Dutchak
Manager of Transportation 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: April 14, 2022

SUBJECT: East Road – Multi-use Path Funding Request

RECOMMENDATION:

THAT the report titled “East Road – Multi Use Path Funding Request” dated April 14, 2022 from the General Manager of Engineering, Planning, & Enterprise/Deputy CAO and the Manager of Transportation Services be received and filed.

INTRODUCTION:

The County of Elgin has received a resolution from the Municipality of Central Elgin (attached) requesting that the County contribute towards the costs of constructing a multi-use path on East Road (CR23) as detailed in their resolution below:

> Please be advised on March 28, 2022, the Council of the Corporation of the Municipality of Central Elgin, passed the following resolution:
>
> WHEREAS East Road is an Elgin County Road constructed to a rural cross-section within the Port Stanley urban settlement area;
>
> AND WHEREAS Elgin County had the opportunity to have the Developer upgrade East Road from a rural cross-section to an urban cross-section and decided to retain a rural cross-section;
>
> AND WHEREAS Central Elgin 2022 Capital Item PW-08 contemplates installing active transportation infrastructure within the East Road road allowance;
>
> AND WHEREAS the Elgin County decision to retain a rural cross-section, in a rapidly developing urban settlement area, limits active transportation design options and increases costs associated with available active transportation design options and maintenance of the same;
>
> NOW THEREFORE the Council of the Corporation of the Municipality of Central Elgin request that Elgin County:

1. Undertake and fully fund the conversion of East Road from a rural cross- section to an urban cross-section to allow for the construction of a sidewalk or path and further that the urban cross-section would allow for improved maintenance that would commonly be expected in an urban settlement area, and that this project be undertaken in 2022. The limits of this request being East Road from the south edge of the Water Tower Property south to Erie Heights Way.

2. In lieu of 2022 East Road reconstruction to an urban cross-section, that Elgin County contribute fully to the excess cost of constructing a multi- use path immediately adjacent to the roadway due to the existing rural cross-section not being conducive to an off road sidewalk or path, the excess cost to the Municipality of Central Elgin being initially estimated at $225,000, and that the funding based on actuals be provided from Elgin County in 2022.

DISCUSSION:

The County of Elgin has received a request from the Municipality of Central Elgin requesting funding to assist in the costs to install a multi-use path on East Road (CR23) within the Village of Port Stanley, between Erie Heights Way to the “water tower property”, being a distance of approximately 800m.

In 2017, cycling lanes were installed adjacent to the roadway supporting the County’s Cycle Master Plan. East Road’s cross section is predominantly semi-urban in nature, meaning it utilizes roadside ditches and swales to convey stormwater runoff.

10 Year Capital Plan

The County’s approved 10 Year Capital Plan identifies East Road requiring a road rehabilitation which is currently scheduled in the year 2030 at an estimated value of $515,000 for its entire 2km length. The planned project proposes to retain the existing semi-urban cross section incorporating vehicular lanes of travel and adjacent dedicated active transportation cycling lanes as currently exists, meeting the County’s transportation needs.

For Council’s information, reconstructing 800m of East Road between Erie Heights Way and the “water tower property” to an urban cross section design, as requested by the Municipality of Central Elgin, will add approximately $2 million to the 10-year Capital Plan based on recent construction tender results.

In lieu of urbanizing East Road in 2022, the Municipality of Central Elgin has requested that the County fund the increased costs to add a multi-use path on one side of East Road, separated by a barrier curb. The municipality has estimated the increased cost of adding a barrier curb protection buffer, associated drainage and a Rapid Flashing Beacon Pedestrian Crossing to cost $225,000 but have requested actual costs be funded. County

staff believe this estimate is reasonable, however, a late season construction tender in a competitive market may increase costs considerably.

Jurisdictional Authority

Section 55 of the *Municipal Act, 2001, S.O. 2001, c. 25, states*:

> **55** (1) An upper-tier municipality is not responsible for the construction and maintenance of sidewalks on its highways and the lower-tier municipality in which the highways are located is responsible for the construction and maintenance of the sidewalks and has jurisdiction over that part of the highway, unless the municipalities agree otherwise.

Historically, the County has not constructed sidewalks or multi-use paths since these pedestrian facilities are not County owned assets and are local services that fall outside of the County's jurisdiction. In situations when existing sidewalks reside on a County road and the County undertakes construction that disturbs them, the County does replace these, like for like, at the County's cost. Otherwise, in all instances, the local municipality is fully responsible for construction and maintenance of these facilities as per the Municipal Act, past practice and consistent with other upper tier road authorities across Ontario.

Paved shoulders / Cycling Lanes

Bicycles are defined as vehicles under the Highway Traffic Act and are permitted to operate on County roads. Where cycling facilities have been determined to be required following the guidance of the Ontario Traffic Manual – Book 18, they are integrated with the roadway (i.e. paved shoulders). When included within the County's approved Cycling Master Plan they have been included as a county road asset and are normally constructed and maintained at the same time the abutting road is constructed and maintained. The County's assets do not include separated cycling facilities or multi-use paths as these are classified as pedestrian facilities and treated like sidewalks which are under local jurisdiction.

Transportation Master Plan

East Road has an average daily traffic volume of 2,000 vehicles and primarily serves as a residential collector road. As part of the County of Elgin's first ever Transportation Master Plan (TMP) project, a review of the County road network's functional classifications and road rationalization is being completed. Road segments have been reviewed by applying the Ontario Good Roads Association framework criteria and individually scored to assess their inclusion in the upper-tier road network. Specifically, this contemplated section of East Road has been reviewed and is being proposed as a local road transfer and to be removed from the County road network since it predominantly serves a local rather than a regional purpose. Residing under local municipal jurisdiction, roads and their supporting

facilities (i.e. multi-use paths) can be constructed as best determined by the local municipality.

The County's Road Rationalization study is currently being reviewed by the TMP's Municipal Advisory Committee and a fulsome report with the study's findings will be presented to County Council at a future meeting for their review and approval.

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

The County has received a request from the Municipality of Central Elgin to reconstruct East Road (CR23) within the Village of Port Stanley to an urban road design in 2022 in order to simplify and reduce the costs of installing a multi-use pedestrian trail. This envisioned construction would remove roadside ditches and install concrete curb and gutter with storm sewers to convey storm water runoff. This project is not contemplated within the 10-year capital plan and its inclusion would add an additional estimated $2 million.

In lieu of reconstructing East Road to an urban design, the municipality has requested that the County fund the actual increased cost to add a multi-use path to the existing semi-urban road design at an estimated cost of $225,000 in 2022.

East Road is currently scheduled for rehabilitation in 2030 at an estimated cost of $515,000 as identified in the approved 10-year plan. This project proposes to retain the existing road and cycling facility design and semi-urban cross section, essentially replacing what currently exists.

Pedestrian facilities are not within the County's jurisdiction as defined by the Municipal Act, past practice and consistent with other upper tier road authorities across Ontario. The County remains supportive and approves the construction of sidewalks and multi-use pedestrian facilities undertaken and funded by local municipalities upon County road right-of-ways.

All of which is Respectfully Submitted

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

Peter Dutchak
Manager of Transportation Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

March 29, 2022

Brian Lima
General Manager of Engineering, Planning & Enterprise/Deputy CAO
County of Elgin
450 Sunset Drive
St. Thomas, ON N5R 5V1

Via email: blima@elgin.ca

RE: EAST ROAD ACTIVE TRANSPORTATION

Please be advised on March 28, 2022, the Council of the Corporation of the Municipality of Central Elgin, passed the following resolution:

> **WHEREAS** East Road is an Elgin County Road constructed to a rural cross-section within the Port Stanley urban settlement area;
>
> **AND WHEREAS** Elgin County had the opportunity to have the Developer upgrade East Road from a rural cross-section to an urban cross-section and decided to retain a rural cross-section;
>
> **AND WHEREAS** Central Elgin 2022 Capital Item PW-08 contemplates installing active transportation infrastructure within the East Road road allowance;
>
> **AND WHEREAS** the Elgin County decision to retain a rural cross-section, in a rapidly developing urban settlement area, limits active transportation design options and increases costs associated with available active transportation design options and maintenance of the same;
>
> **NOW THEREFORE** the Council of the Corporation of the Municipality of Central Elgin request that Elgin County:
>
> 1. Undertake and fully fund the conversion of East Road from a rural cross-section to an urban cross-section to allow for the construction of a sidewalk or path and further that the urban cross-section would allow for improved maintenance that would commonly be expected in an urban settlement area, and that this project be undertaken in 2022. The limits of this request being East Road from the south edge of the Water Tower Property south to Erie Heights Way.

450 SUNSET DRIVE, 1ST FLOOR, ST. THOMAS, ON N5R 5V1 P.519.631.4860

2. In lieu of 2022 East Road reconstruction to an urban cross-section, that Elgin County contribute fully to the excess cost of constructing a multi-use path immediately adjacent to the roadway due to the existing rural cross-section not being conducive to an off road sidewalk or path, the excess cost to the Municipality of Central Elgin being initially estimated at $225,000, and that the funding based on actuals be provided from Elgin County in 2022.

At this time, staff understand you are in receipt of the drawings for this proposed project. If not, please advice and staff will ensure a copy is forwarded to your office.

Kind Regards,

Dianne Wilson

Dianne Wilson
Deputy Clerk/Records Management Coordinator

c.c. P. Shipway, CAO/Clerk
G. Brooks, Director of Infrastructure & Community Services
L. Perrin, Director of Asset Management & Development Services

450 SUNSET DRIVE, 1ST FLOOR, ST. THOMAS, ON N5R 5V1 P.519.631.4860

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: March 29, 2022

SUBJECT: Donation Policy No. 1.1

RECOMMENDATIONS:

THAT the report titled, "Donation Policy No. 1.1" from the Chief Administrative Officer, dated March 29, 2022 be received and filed; and

THAT Elgin County Council hereby approve Donation Policy No. 1.1.

INTRODUCTION:

The purpose of this report is to present a draft Donation Policy No. 1.1 for Council's review and approval. The attached Donation Policy 1.1 has been drafted to ensure that informed decisions are made regarding the acceptance of gifts to benefit Elgin County and the donor, and that such gifts are receipted in accordance with the Canada Tax Revenue Agency (CRA) and the *Income Tax Act.*

BACKGROUND AND DISCUSSION:

This policy provides guidance to Elgin County Council, Committees, and County Staff and applies to all fundraising activities conducted for the County. Details for the acceptance of gifts is included in the draft Donation Policy for Council's review.

A written gift acceptance policy can help manage the expectations of donors, and also serve as guidance for Elgin County Council, Committee and County staff who are either on the asking, or receiving end of contributions.

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

Additional Comments: None

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

The Donation Policy will be posted on the County's website and will be circulated to the County's Leadership Team. Additionally, the Donation Policy will be circulated to Members of the Terrace Lodge Fundraising Committee.

CONCLUSION:

Subject to Council's approval, the attached Donation Policy 1.1 will support informed decisions regarding the acceptance of gifts to benefit Elgin County and the donor, and ensure that such gifts are receipted in accordance with the Canada Tax Revenue Agency (CRA) and the *Income Tax Act.*

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

County of Elgin
Elgin County Administration Policy Manual

Subject: **Donation Policy**

Policy Number: **1.1**

Date Approved: **April 6, 2022**

Date Last Revision: **April 6, 2022**

---

1. Purpose

1.1 The purpose of this policy is to ensure that informed decisions are made regarding the acceptance of gifts to benefit Elgin County and the donor, and that such gifts are receipted in accordance with the Canada Tax Revenue Agency (CRA) and the *Income Tax Act.*

1.2 All gifts will be assigned to an appropriate project or donation account (with an assigned unique identifier in the accounting Project system) for tracking of receipts and expenditures. For specific Projects that are larger in scope, County Council may choose to establish a Fund Development Committee to manage the donation Project(s). A Fund Development Committee (herein referred to as "the Committee") encourages the solicitation and acceptance of gifts to help fulfill the vision, mission, and priorities of the Committee. Donations to the Committee will fund enhanced and value-added services, programs, and capital enhancements that support the mission and objectives of the specific Project.

2. Scope

This policy provides guidance to Elgin County Council, Committees, and County Staff and applies to all fundraising activities conducted for the County.

3. Definitions

3.1 A **Bequest** is a specific provision in a will directing assets from an estate to a Project. A bequest may be:

- A general bequest indicated in the will that the County will receive a specified amount of money or other property;
- A specific bequest that will ensure that the County receive a specific piece of property; and/or
- A residual bequest that will leave all or part of the remaining estate after all debts, taxes and other bequests have been paid.

3.2 **Conflict of Interest** means any event (whether actual or perceived) in which the Committee or anyone representing the Committee may benefit from the knowledge of, or participation in, the acceptance of a gift.

3.3 **County** means "County of Elgin".

3.4 **Council** means "Elgin County Council".

3.5 **Fair Market Value** means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are knowledgeable, informed and prudent, and who are acting independently of one another.

3.6 A **Gift** is a voluntary transfer of real or personal property from a donor who freely disposes of his or her property to a recipient who received the property given. The transaction shall not result directly or indirectly in a right, privilege, material benefit, or advantage to the donor or to the person designated by the donor.

3.7 A **Gift in Kind** (services/goods) is a non-monetary gift, which is a gift or property such as artwork equipment, securities and cultural and ecological property. A contribution of service, for example time, skills or effort, is not property and therefore does not qualify as a gift or gift in kind for purposes of issuing an official receipt. An independent qualified appraisal determines the fair market value of the gift.

3.8 **Pledges and Planned/Legacy Gifts** are a way of giving to a charity and arranging donations which serve the interests of the charitable

organization as well as the personal, financial, and tax situation of the individual donor. Pledges are a commitment of a gift given over a predetermined time frame. Planned/Legacy gifts are major gifts, made in lifetime or at death as part of a donor's overall financial and/or estate planning.

3.9 A **Professional Advisor** is an independent third party with the ability to provide expert tax, legal or financial planning advice to assist staff and to advise donors (or prospective donors) on their charitable giving.

3.10 A **Project** is an account with an assigned unique identifier in the accounting Project system. Its purpose is to track receipts and expenditures for a specific purpose.

3.11 **Securities** are gifts of publicly held shares.

3.12 **Sponsorship** is a gift from a corporate entity, individual or community group in support of the project or event, in return for some form of recognition.

3.13 **Designated** is a gift that a donor indicates where they want their money to be allocated.

3.14 **Undesignated** is a gift that the donor lets the County decide what the highest priority needs of the Project are.

3.15 **Fund** is a designated Project(s) held by the County of Elgin for the purposes of fulfilling the vision, mission and priorities of a Fund Development Committee including enhanced and value-added services and programs, and capital enhancements which support the mission and objectives of the Committee.

4. Guidelines for the Acceptance of Gifts

4.1 Gift in Kind (services/goods)

In-kind donations to the County must be free and clear of all encumbrances, conditions and restrictions and shall provide that the use of the property shall be entirely at the discretion of the County.

Final acceptance of an in-kind Donation will require a transfer of title or ownership through written agreement as to the future use and disposition except with respect to applicable legislation on preservation, copyright and/or resale. An agreement satisfactory to the County Treasurer, signed by the Donor and the County shall be required prior to the acceptance of the in-kind Donation.

Written valuations of in-kind Donations shall be submitted with an external appraisal by an independent arm's length qualified appraiser or other third party with supporting documentation satisfactory to the County Treasurer to substantiate fair market value.

4.2 Monetary Gifts and Gift Acceptance

The County and its Committees will accept monetary gifts in the form of cash, cheque, or online. Online donations will receive official tax receipts electronically through the County's online partner. For other donations, receipts will be issued to donors who have given a gift of $20 or more. Those receipts will be issued by the County's finance department. Receipts will be issued according to CRA principles and guidelines.

If a donation is collected outside of County offices, the Council member, staff, or volunteer will issue an official receipt from a County issued receipt book. An official receipt will be issued by the receiving department to donors who have given a gift of $20 or more within three months of the donation.

4.3 Pledges and Planned/Legacy Gifts

A pledge or promise to make a gift is not in itself a gift. Therefore, the County cannot issue an official donation receipt for a pledge. When the donor honours a pledge by making a voluntary transfer of property, a donation receipt can be issued. Generally, payments made on a gift pledge will be recognized when received, although certain gift pledges may be recognized in full at the time of the pledge with the approval of Council.

Expenditures will only be made once the gift is received. Any exception to the pre-spending restriction must be approved by Council.

4.4 Sponsorship

The Committee encourages all gifts of sponsorship towards operating and capital costs as long as they comply with the needs of the County and regulations of the CRA. The County and its Committees will respect the wishes of the donor to the best of its ability and in the best interest of the County.

A memorandum of understanding (MOU) will be created to outline the terms of payment, nature of the name or brand and terms regarding recognition of the gift.

The County of Elgin will issue an official receipt for the amount of the sponsorship. This receipt will not be a donation receipt but will allow businesses to claim their contribution as a business expense.

4.5 Official Income Tax Receipts

The County Treasurer shall be responsible for the issuance of all Official Income Tax Receipts in accordance with the following:

- Official receipts for income tax purposes shall be authorized by the County Treasurer for eligible gifts and in-kind gifts made to the County;
- For in-kind gifts, the fair market value of the Donation must be supported by an independent arm's length appraisal or other third-party supporting documentation satisfactory to the County Treasurer;
- Receipts shall be made in the name of the donor only;
- Receipts shall be issued for all Donations having a value of $20.00 or more, if requested by the donor.

Non-Qualifying Donations, in accordance with the *Income Tax Act* regulations and CRA guidelines include:

- Intangibles such as services, time, skills, and effort;
- Donations that are given to the County intended as a flow through to specified recipient who does not have charitable organization status (a Qualified Donee);
- Donation of business marketing products such as supplies and merchandise;
- Sponsorship in the form of cash, goods or services toward an event, project program or corporate asset in return for commercial benefit.

The County shall maintain proper records supporting all Official Income Tax Receipts issued. Copies of Official Income Tax Receipts issued must be retained and filed in accordance with the County's records retention policy.

4.6 Refusal of Gift

The Committee may refuse acceptance of a gift if deemed not beneficial to the County. Donors will be advised accordingly. The County would decline a gift if any one of the following conditions were known:

- There are conditions to a gift and its designation that are not consistent with the priorities of the County;
- The gift is seeking to unduly influence access to County business;
- The gift could financially jeopardize the donors and/or the County;
- The gift or terms are illegal;
- The County does not have the resources to honour the gift terms or determine its value;
- The gift could jeopardize the County's charitable status.

4.7 Privacy

The privacy of donors will be respected in compliance with the Municipal Freedom of Information and Protection of Privacy Act of Ontario. Records management will comply with this Act.

The Committee, the County of Elgin, and its partners will not share, sell or trade donor lists.

5. Responsibility to Donors

5.1 Ethics

All Council members, staff, and volunteers will conduct themselves in accordance with professional standards including accuracy, truth, and integrity. The County will inform, serve, guide and otherwise assist donors who wish to support the County but will not pressure or unduly persuade.

5.2 Independent Counsel

In order to avoid conflict of interest by the County and its representatives, volunteers and staff acting on behalf of the County shall in all cases encourage the donor to discuss the proposed gift arrangement with legal and/or tax advisors of the donor's choice. It is the role of this independent counsel to ensure that the donor receives a full and accurate explanation of all aspects of the gift and to provide advice on tax, legal, or financial

planning to the donor. Donors will be encouraged to discuss gift plans with their families or designates.

5.3 Gift Direction

Where justified, the County will work closely with the donor to ensure there is a mutually beneficial agreement on the donor's intent for their gift designation. Donations to the County will fund non-core and value-added services and programs.

5.4 Expenditures

Expenditure of all donated funds up to $50,000 will be approved by the responsible Director or designate, prior to being spent, ensuring adherence to donor intentions. All expenditures of undesignated gifts over $50,000 must be approved by Elgin County Council. Under no circumstances may expenditures be made that exceed the funds received to date without Council approval.

5.5 Financial Management

Donated funds, designated or undesignated, and their associated expenditures will be allocated in a Project or donation account that best describes the donor's wishes. If a project does not exist that matches the donor's intentions, the responsible Director will request that Financial Services establish a new Project or donation account. All receipting of donations and controlling of expenditures will be conducted by the Financial Services department and its Director in accordance with the County's policies, audit and CRA guidelines, and in such a manner to ensure transparency of the receipt and use of donated funds.

Annual financial reports, inclusive of Annual Registered Charity returns, will be factual and accurate in all material respects. The financial reports will be prepared in accordance with Generally Accepted Accounting

Principles and standards established by the Canadian Institute of Chartered Accountants.

Government grants and contributions will be accounted for separately from donated funds unless the grant is a matching grant program.

Uncollectable pledges will be reported to Council annually as part of the budget/tax rate setting process.

5.6 Power to Vary the Purpose of the Gift

Should the intended purpose of the gift be changed, every attempt will be made to contact the donor to discuss the change. If obtaining donor permission is not feasible, the County will choose a designation of the County's choosing that aligns most similarly with the donor's original intent and carry out all recognition plans as originally discussed with the donor. If the change is for a donation of greater than $50,000, Council approval is required.

5.7 Donor Recognition and Named Giving

Donor Recognition will be considered for individuals and organizations whose generous support makes possible the construction, expansion or renovation of buildings or properties, in which the County conducts and organizes its programs. Examples of Donor Recognition would include publication of donor names, listing on a donor wall, or other forms of recognition as approved by Council. Donor Recognition requires consent of the donor.

A named gift to the County provides a highly visible and lasting tribute to an individual or individuals whose extraordinary contributions deserve recognition and commemoration. Named giving opportunities may include but are not limited to buildings, wings, room, programs, and awards. Facilities or programs supported by gifts may be named after a donor(s) provided that the donor will provide a major portion of the cost of

funding. “Major” is deemed to mean either a significant part of the cost, or a contribution which is regarded as central to the completion of the facility or program. All named giving opportunities require approval from County Council and are subject to the provisions outlined in Elgin County’s Municipal Property and Building Commemorative Naming Policy.

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: March 22, 2022

SUBJECT: Response to Ukrainian Crisis

RECOMMENDATIONS:

THAT the within Report to Council, dated March 22, 2022, and entitled "Response to Ukrainian Crisis" be received and filed; and

THAT Council support the humanitarian crisis in Ukraine through non-financial means such as raising the Ukrainian Flag at the Elgin County Heritage Centre and undertaking a communications strategy to raise public and staff awareness about the ongoing crisis.

PURPOSE:

Ukraine is facing an unprecedented and unjustified attack on its people, sovereignty and territory. At the County Council meeting on March 22, 2022, Councillor McPhail made a motion "that a report be brought to Council at the April 6, 2022 meeting with recommendations regarding a possible financial contribution from Elgin County to the Canadian Red Cross in light of the humanitarian crisis in Ukraine."

COUNCIL-LED DONATION:

Previously, approximately $5,000 annually was included in the Corporate Activities Budget to cover the costs of one-off donations. This fund was utilized in 2016 to donate toward the relief effort for Fort McMurray wildfires and in 2011 for relief efforts after the tornado in Goderich. This budget line was removed during the current term of Council and no funds remain for unplanned donations. All requests for funding are now handled through the Community Grant Program – a competitive process which sees requests for funding evaluated against a set of criteria developed by the Rural Initiatives and Planning Advisory Committee and approved by County Council.

The rationale behind removing this budget line was to ensure that all programs and events receiving taxpayer funded grants were vetted through a consistent process and that funds were given to organizations serving the residents of Elgin County.

There is no doubt that the citizens of Ukraine are suffering greatly and that their plight is a worthy cause; however, staff are recommending that County Council support the humanitarian crisis in Ukraine through non-financial means or through personal donations.

BACKGROUND:

Canada has deep ties with Ukraine. Canada was the first western country to recognize Ukraine's independence on December 2, 1991 and there are over 1.35 million Canadians of Ukrainian heritage. Ray Hnatyshyn, our 24th Governor General of Canada, was Ukrainian-Canadian.

Canada has one of the largest populations of Ukrainian citizens outside Ukraine. In 2016, there were almost 1.5 million persons of full or partial Ukrainian origin residing in Canada, making them Canada's 11th largest cultural group and giving Canada the world's third-largest Ukrainian population outside of Ukraine itself and Russia.

LOCAL INITIATIVES:

Local governments across Canada are uniting to express solidarity with the people of Ukraine and all Canadians of Ukrainian heritage. An estimated 2 million people have fled Ukraine and are looking to nations around the world, including Canada, for support and peace. Many members of our community are deeply troubled by the situation in Ukraine, including a number of community groups who have taken the initiative to organize fundraisers and show their solidarity in support of Ukraine. These initiatives include, but are not limited to:

- A group of Ukrainian Canadians who recently hosted the sold out "March for Ukraine" event in St. Thomas raising approximately double its $10,000 fundraising goal.[1]
- A group of volunteers in West Elgin have been gathering much needed supplies to send to Ukraine.[2]
- The Town of Aylmer and the City of St. Thomas have shown their support for Ukraine by raising the Ukrainian Flag at their municipal offices.

It is with the greatest concern that we are witnessing the invasion of Ukraine by Russia. The purpose of this report is to identify ways that County Council and the community can provide support in response to the Ukrainian Crisis.

Canadian Government Response to Crisis in Ukraine

The Canadian Government has taken several actions in response to the Russian Invasion of Ukraine, including but not limited to:

[1] Eric Bunnell's People – Support for Ukraine - https://www.stratfordbeaconherald.com/opinion/columnists/eric-bunnells-people-incredible-support-for-ukraine

[2] Community Responding to Ukraine's Plight - https://www.thechronicle-online.com/news/local-news/community-responding-to-ukraines-plight

- New immigration measures for people affected by the Russian Invasion of Ukraine.[3]

- To date in 2022, Canada has committed $145 million in humanitarian assistance to respond to the needs of people affected by the situation. With this contribution, government partners will provide emergency health services, protection, support to displaced populations and essential life-saving services such as shelter, water and sanitation, and food.

- Canada has offered a loan, as announced on February 14, 2022, of up to $500 million to the Government of Ukraine through the Bretton Woods and Related Agreements Act, in addition to a $120 million loan that was announced on January 21, 2022 through the Sovereign Loans Program (SLP) to support the country's economic resilience and governance reforms. Canada has also offered a technical assistance grant of up to $6 million to support the loan's implementation.[4]

- Sanctions related to Russia were imposed under the Special Economic Measures Act in order to respond to the gravity of Russia's violation of the sovereignty and territorial integrity of Ukraine, and grave human rights violations that have been committed in Russia.[5]

- Full details of the Canadian Government's response to the invasion of Ukraine can be found here.

FEDERATION OF CANADIAN MUNICIPALITIES & ASSOCIATION OF MUNICIPALITIES OF ONTARIO:

Federation of Canadian Municipalities

According to a statement issued by the Federation of Canadian Municipalities (FCM) president Joanne Vanderheyden on behalf of nearly 2000-member municipalities in Canada stated, "Local governments play a vital role as promoters of peace, prosperity, and democracy for our citizen here at home and across the world. Communities are critical to the successful settling of refugees fleeing conflict, whether it be coordinating local supports, offering transit or shelter services, or taking the lead on inclusive integration, we pledge to work with the Government of Canada and provincial and territorial governments across the country to oppose this injustice, and to do more to welcome those fleeing conflicts in search of safety and security".

[3] https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/ukraine-measures.html
[4] https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/response_conflict-reponse_conflits/crisis-crises/ukraine-canada-helping-aide.aspx?lang=eng
[5] https://www.international.gc.ca/world-monde/international_relations-relations_internationales/sanctions/russia-russie.aspx?lang=eng

AMO

On February 25, 2022 AMO issued the following statement "Municipalities in every part of Ontario stand with the people of Ukraine in the face of unconscionable tragedy, invasion, and war." AMO also provided a list of organizations where donations could be made.[6]

OPTIONS FOR RESIDENTS, STAFF AND COUNCILLORS TO SUPPORT UKRAINIAN CITIZENS:

The tragedy unfolding in Ukraine has caused many of us to ask "what can we do"? The County of Elgin has compiled an initial list of organizations soliciting donations to support families in Ukraine.

The following list is not exhaustive, but rather a starting point for anyone interested in donating. The County of Elgin is not affiliated with any individual organizations, nor is it collecting financial or other types of donations on behalf of these organizations. Councillors, staff, and members of the community are encouraged to support those impacted by the crisis in Ukraine and are encouraged to contact their organization of choice directly.

- ***Canada Helps***[7]
  Collection of charities providing urgent aid in Ukraine. For more than 21 years, CanadaHelps has been the trusted charity, informing, inspiring and connecting charities and donors, with the causes they care about. They have facilitated over $1 billion in giving.

- ***Canadian Red Cross***[8]
  Donate to the Ukraine Humanitarian Crisis Appeal. The Canadian Red Cross Society is a Canadian humanitarian charitable organization, and one of 192 national Red Cross and Red Crescent societies. The organization receives funding from both private donations and from Canadian government departments.

- ***Canada-Ukraine Foundation***[9]
  Established at the 18th Ukrainian Canadian Congress (UCC), The Canada-Ukraine Foundation was formed in order to coordinate, develop, organize and deliver assistance projects generated by Canadians and directed to Ukraine.

[6] https://www.amo.on.ca/advocacy/ukraine
[7] Canada Helps - https://www.canadahelps.org/en/donate-to-ukraine/
[8] Canadian Red Cross – https://help.rescue.org/donate-ca/ukraine-crisis
[9] Canada-Ukraine Foundation - https://www.cufoundation.ca/

- ***Doctors Without Borders/ Médecins Sans Frontières (MSF)***[10]
  MSF teams act fast to save people's lives in conflict zones, natural disasters and epidemics.

- ***Help Us Help***[11]
  Works with established networks on the ground to distribute supplies to those who need it most.

- ***GlobalMedic***[12]
  Supporting those exiting Ukraine into neighbouring countries and are raising funds to facilitate this operation.

- ***Ukrainian World Congress (UWC)***[13]
  The UWC works with the government of Ukraine, international governments and organizations to support those exiting Ukraine into neighbouring countries.

- ***UNICEF***[14]
  Emergency response to conflict in eastern Ukraine. UNICEF supports health, nutrition, HIV prevention, education, safe drinking water, sanitation and protection for children and families caught in the conflict in eastern Ukraine.

- ***United Nations High Commission for Refugees (UNHCR) Canada***[15]
  UNHCR Canada provides shelter, food, water, medical care and other life-saving assistance to refugees around the world. In a statement on February 24, it said it is "working with the authorities, UN and other partners in Ukraine and is ready to provide humanitarian assistance wherever necessary and possible."

OPTIONS FOR COUNTY COUNCIL TO SUPPORT UKRAINIAN CITIZENS:

Flag Raising

With Warden French's support, a Ukrainian Flag will be raised on April 6, 2022 at 12:30p.m. A media release has been issued.

We stand with everyone who is appalled by this disturbing attack on a sovereign, democratic country.

---

[10] Doctors Without Borders - https://www.doctorswithoutborders.org/what-we-do/where-we-work/ukraine
[11] Help Us Help - https://helpushelp.charity/
[12] GlobalMedic - https://globalmedic.ca/ukraine-conflict-response-2022/
[13] Ukrainian World Congress - https://www.ukrainianworldcongress.org/support/
[14] UNICEF Ukraine - https://www.unicef.org/ukraine/en
[15] United Nations High Commission for Refugees (UNHCR) Canada - https://www.unhcr.ca/

Communications Strategy

The County could raise community awareness about the crisis through a communications strategy that will provide resources to Councillors, staff, and members of the public who wish to donate personally to this cause. This strategy can also amplify the efforts of community-led fundraising initiatives through Elgin County's various means of internal and external communication.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

COMMUNICATION REQUIREMENTS:

It is recommended that communication materials be prepared for distribution to staff and the public which include a list of resources for those who are interested in donating their time or financial assistance to the cause. The County of Elgin will utilize social media, website, and internal communications tools to circulate this information.

A media release will be sent to all local media outlets regarding the Flag raising. The media release will be posted on Elgin County's website, staff intranet, shared through an All Users email to staff, and shared via our Facebook and LinkedIn pages.

CONCLUSION:

As the conflict in Ukraine enters its second month, the world continues to watch from a distance, appalled by the actions taken by the Russian government. The suffering of the Ukrainian people is significant and difficult to witness. The County of Elgin can demonstrate its solidarity with the Ukrainian people through raising of the Ukrainian Flag at the Elgin County Heritage Centre and by undertaking a communications strategy that

raises community awareness about the crisis and provides resources for those wishing to donate time or financial assistance.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

CORRESPONDENCE – April 26, 2022

Items for Information – (Attached)

1. Letter from the Minister of the Solicitor General confirming the County of Elgin's compliance with the Emergency Management and Civil Protection Act (EMCPA) for 2021.

2. St. Thomas-Elgin Coalition to End Poverty Year in Review.

Ministry of the Solicitor General

Office of the Fire Marshal and Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies et de la gestion des situations d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143

Ontario

April 01, 2022

Your Worship Mary French
County of Elgin
450 Sunset Drive
St. Thomas, ON N5R5V1

Dear Warden Mary French:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

Emergency Management Ontario (EMO) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA in 2021.

The safety of all our citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. We congratulate you on your municipality's efforts in achieving compliance in 2021. I look forward to continuing to work with you to support your continued compliance on an ongoing basis.

If you have any questions or concerns about this letter, please contact our Emergency Management Field Officer assigned to your Sector; their contact information is below.

Name: Christopher Pape
Email: Christopher.Pape@ontario.ca
Phone: 519-854-6595

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management

cc: Jeff VanRybroeck - CEMC
Christopher Pape - Field Officer - St.Clair Sector

12,515 **people are living below the poverty line in our community.**
This number is more than the population of Aylmer, West Lorne, Port Stanley and Port Burwell combined.

OUR **STRATEGY**
Poverty to Possibility

VISION No person in Elgin—St. Thomas will live in poverty

MISSION To address the root causes of poverty

FOCUS
- Housing Stability
- Food Security
- Income Security

January - December Elgin impacted by COVID-19 State of Emergency and Shut Downs

February **Community Connections** Volume Update for 2021

February Annual **Symposium on Women's Housing and Homelessness** with 100 attendees

March **Her Journey Home in St. Thomas-Elgin** Report on Women's Experiences of Homelessness

May St. Thomas-Elgin becomes a **Built for Zero** Community

May **CMHA Street Outreach Team** launched in St. Thomas

May **Cities Reducing Poverty** Conference Attended by Coalition Members

June **Food Service Providers** Collaborative Outreach at Horton Street Market served 800 meals

June **Family Central & East Elgin Housing Initiative** launches Aylmer food support program, drop-in System Navigation centre & seasonal shelter beds

October **Railway City Lofts** open 15 units to folx experiencing high hospital recidivism and chronic homelessness

October 10 **World Homelessness Day** Walk and Outreach Take Out Meals

October 17 **International Day to Eradicate Poverty** with Proclamation from Mayor

November **ReThink Poverty** Workshop with 18 attendees

November **Family and Women's Homelessness Committees** consolidated for Coordinated Efforts

November **Living Wage** recognition of The Inn

December **St. Thomas Elgin Vulnerable Person Task Force** responds to raising concerns of COVID 19

Elgin—St. Thomas Coalition to End Poverty
2021 Progress Timeline

WORKING **TOGETHER**

The Coalition to End Poverty is made up of Elgin St. Thomas citizens, agencies, businesses and government representatives. Our plans and projects align with the good work that's already being done in our community.

OUR **FOCUS**

Housing Stability

Everyone can find and maintain a safe and affordable place to call home.

Food Security

Everyone has access to accessible affordable, sufficient and nutritious food.

Income Security

Everyone has access to a Living Wage and Employment Resources.

VISION » ADVOCATE » EDUCATE

WHAT'S BEEN **HAPPENING**

Railway City Lofts

Indwell, a Christian charity dedicated to offering Hope and Homes to All, has opened its first of three programs in St.Thomas this year. Railway City Lofts is a 15-unit Enhanced Supportive Housing Program that seeks to support individuals who are at risk of experiencing homelessness. Residents are supported by an interdisciplinary staff team comprised of Housing Support, Addiction Support, Behaviour Therapy, Nursing, and Food Security

Living Wage

In 2021 the Living Wage Committee recognized Libro Credit Union St. Thomas and The Inn as living wage employers.

St Thomas Food Providers Network

The Network organized over 25 different groups and churches to provide food at the Horton Market while Grace Café was closed. They also provided funds and/or volunteers to prepare meals at the Knights of Columbus Hall and serve the food at the Market. Over 800 suppers were distributed, with at least as many lunches and breakfasts. Over 60 volunteers helped, totaling well over 500 hours of volunteer time during these 6 days. Many thanks go out to the Knights of Columbus and the City of St. Thomas for allowing use of their facilities at no charge to provide this service for those in need.

St. Thomas-Elgin becomes a Built for Zero Community

Built for Zero is an ambitious change effort helping a core group of leading communities to end chronic and veteran homelessness. As a Built for Zero Community, St Thomas Elgin receives support to adopt proven practices, utilize real time data to inform system improvement, and engage in resources from other communities, government leadership, and private & philanthropic sectors. In September, St. Thomas Elgin achieved a Quality By Names List marking a significant milestone for St Thomas Elgin as the fastest community in Ontario to do so.

2021 saw 84 folxs move off the By Names List into housing, comprising of 45% of the 189 referred within the year.

CLOSED MEETING AGENDA

April 26, 2022

Staff Reports:

1) **Chief Administrative Officer** – Municipal Act Section 239 (2) *(a) the security of the property of the municipality or local board* - Security of Property (VERBAL)

2) **Chief Administrative Officer** – Municipal Act Section 239 (2) *(b) personal matters about an identifiable individual, including municipal or local board employees* – Organizational Update (VERBAL)