



Working together with our community

Council-In-Committee Agenda The Corporation of Norfolk County

February 9, 2021
2:00pm
Council Chambers*

Live Stream: www.norfolkcounty.ca/watch-norfolk-county-meetings/

*Due to Covid-19 restrictions, there is no public access to Council Chambers. Proceedings are web-streamed live and archived on the County's website. Deputations are presented electronically.

1. **Disclosure of Pecuniary Interest**
2. **Approval of Agenda/Changes to the Agenda**
3. **Consent Items**
 - A) CAO 21-07 4
Re: [Amendment Norfolk County By-Law 2011-116 Land Purchase and Sale Policy](#)
4. **Deputations**
 - A) Jim Dover, Port Dover Waterfront Association
Re: [Development in Waterfront Areas](#)
5. **Presentations**
 - A) CAO 21-08 6
Re: [Vacant Seat Ward 2](#)
 - B) WSP Presentation
 - i) Staff Report PW 21-10 48
Re: [Wastewater Services Extension](#)

6. Staff Reports/Discussion Items

- A) Staff Report PW 21-09 52
Re: [Continued Supply of SCADA Operational Services and Software Support by T & T Power Group for ten \(1\) additional months](#)

- B) Staff Report CAO 21-04 56
Re: [Community Paramedicine and Long Term Care](#)

- C) HSS 21-01,
RESocial Services Relief Fund, Round 2
(To be distributed)

7. Motions

8. Notices of Motion

- A) Councillor Taylor 66
Re: [TEDAB Appointment](#)

9. General Announcements

10. Closed Session

- A) CAO 21-10
Re: 24 Lynn Street LPAT Appeal
Pursuant to Sections 239 (2) (e) and (f) of the Municipal Act 2001 as the subject matter pertains to litigation or potential litigation including matters before administrative tribunals involving the municipality or local board and advice that is subject to solicitor-client privilege including communications necessary for that purpose.

11. Adjournment

Contact Information

Kevin Klingenberg, Deputy County Clerk

clerks@norfolkcounty.ca



Meeting schedules available online at http://www.norfolkcounty.ca/council_meetings/



Council-In-Committee Meeting – February 09, 2021

Subject: Amendment Norfolk County By-Law 2011-116 Land Purchase and Sale Policy
Report Number: CAO 21-07
Division: Office of the Chief Administrative Officer
Department: Legislative and By-Law Services
Purpose: For Decision

Executive Summary:

This report is presented to improve reporting upon land sales and purchases by the County. It represents a minor ‘housekeeping’ amendment to ensure that legal processes followed during property sales and purchases are clearly captured in policy.

Discussion:

Staff are recommending deletion of section 7 of the policy and amendments to two portions of section 8. These are highlighted on attachment “A” and are intended to capture the increased usage of confirming By-Laws by municipalities and to reflect public reporting by the County.

Reporting is likely to occur through information memos. Public reporting has been left open ended to allow staff to for the consideration of enhanced reporting by staff in the future if so desired. A timeline of 60 (sixty) days is included just to ensure compliance with the policy over summer recess periods.

This change is in line with the advice provided to the municipality by the Ombudsman’s office in respect a complaint pertaining the Hub Land Purchase.

Financial Services Comments:

There are no direct financial implications regarding the proposed amendments to the Norfolk County By-Law No. 2011-116 Land Purchase and Sale Policy.

Interdepartmental Implications:

This amendment most directly impacts the County’s Real Estate Division.

Consultation(s):

Corporate Services

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Create an Optimal Place for Business".

Explanation:

Ensuring policies are up-to-date around real estate transactions is important for our interactions with business and residents.

Conclusion:

Staff are recommending that the update to By-Law 2011-116 be presented to Council for approval at their next meeting.

Recommendation(s):

THAT Report CAO 21-07, Amendment Norfolk County By-Law 2011-116 Land Purchase and Sale Policy, be received as information;

AND THAT staff be directed to present the revised By-Law for approval.

Attachment(s):

Policy EBS 60 - Tracked Changes

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Prepared By:
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County Clerk
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Council in Committee Meeting – February 09, 2021

Subject: Vacant Seat Ward 2
Report Number: CAO 21-08
Division: Office of the Chief Administrative Officer
Department: Council Services
Purpose: For Decision

Executive Summary:

On January 19, 2021 County Council declared the Ward 2 seat vacant. Council now has to appoint an eligible candidate to the vacant Council seat prior or declare a By-election prior to March 20, 2021.

Discussion:

Norfolk County Council is legislatively required to fill the vacant Ward 2 Councillor position. This report outlines the potential processes for both approaches.

Appointment Processes

Municipal councils have discretion upon how they proceed to appoint individuals to vacant seats. It is common for seats to be filled in a more transparent manner than routine appointments. This can include making candidate names and applications available to the public. Another step that Committee can consider is conducting interviews in open session prior to closed deliberations. These options can provide Ward Two residents a greater familiarity with their new representative and deeper understanding of Council's decision process.

A draft application and advertisement are included as attachments "A". The application starts with a declaration outlining all the requirements to hold the vacant Ward Two Seat. County Council may appoint any individual that meets these requirements. There is no requirement for municipal councils to utilize any application process. It is common for Councils to simply ask an individual to fill a vacant seat, these are often prominent local representatives or retired politicians.

As a final appointing by-law needs to be enacted prior to March 20, 2021. The draft application has Council shortlisting applicants upon March 2nd and hearing presentations from selected finalist on March 9th and passing a by-law to appoint upon the same day.

If for any reason Council decides not to proceed to appoint, by-laws calling a by-election and approving the alternative voting method will also be listed on the agenda. This will provide Council with an option if they decide not to appoint any candidates on March 9th.

By-election

Health and safety around a by-election are paramount given the ongoing Covid-19 pandemic. The Clerk has been in initial consultations with the Medical Officer of Health for Haldimand-Norfolk and will continue to seek advice and guidance upon election matters.

There are two Council decisions involved in a by-election. The first decision is whether to pass a by-law authorizing the by-election. The second decision is whether to pass a by-law on alternate voting methods, such as: vote-by-mail, telephone, tabulators or online voting. If a by-election is called without a new alternative voting method by-law approved Section 42 (2.1) of the *Municipal Elections Act, 1996, S.O. 1996 (MEA)* requires that the by-election be run as the 2018 election. Council is required to pass a by-law calling a by-election prior to March 20, 2021, a decision upon alternative voting methods can be approved up to 61 days prior to voting day.

Upon passage of a by-law for a by-election the Clerk is required to begin accepting nominations. Because there is no jurisdictional authority for the Clerk or Council to eliminate or override any of the requirements of the *MEA*, candidates will be required to submit 25 endorsement signatures with their nomination forms and fees. All signatures are required to be originals and electronic signatures are not acceptable. A separate endorsement form for each endorsement signature is recommended to reduce touch-points of the mandatory forms.

In addition, the County is recommending candidates take a self-assessment prior to conducting any campaign activities and this assessment should be taken daily. If a candidate exhibits any COVID-19 symptoms, interaction with the public is to be avoided.

Completed Nominations will be received by the Clerk by appointment only, and each candidate will be required to take a self-assessment for COVID-19 symptoms prior to attending the municipal office.

Section 65 (3) of the *Municipal Elections Act, 1996, S.O. 1996 (MEA)* requires that by-elections be conducted as fair as possible in the same way as a regular election. Norfolk County Council has previously approved mail-in-voting as an alternative voting method when considering the potential for a by-election for a French Public Board Trustee position at the beginning of the 2018-2022 term of Council.

Norfolk County Council can approve a by-election by-law without approving an alternative voting procedure. This would require the Clerk to provide for the election in the same manner as the 2018 regular election with poll attendance and vote tabulators.

In 2018 there were 5,932 eligible electors in Ward Two. This number of electors is low enough that staff do not require tabulators to ensure rapid reporting of election results. Requiring poll attendance in a large rural geographic area may be a partial factor for this Wards historically low voter turn-out (26.9% in 2018). Mail-in-voting may increase voter participation in Ward 2.

Internet voting could be considered as an add-on to the by-election. This would have to be in addition to another method of voting as Ward Two to avoid excluding electors.

Recreating the 2018 election for Ward 2 would result in voting day polls being held in Courtland and Langton along with an institutional poll in Caressant Care. A one-day advanced polling opportunity would be added to the Ward.

If this option were directed there is a potential that voting day could be delayed. A delay would occur after consultation with the Health Unit and the Clerk exercising their power to declare an election emergency under Section 53(1) of the MEA. A delay is not certain as there are measures for safe poll attendance.

The option of Mail-In-Voting has no potential for delay. The timelines for a by-election as outlined in the draft proposal, Appendix “D”, represent timelines if Committee directs staff to proceed with a by-election on February 9th and the associated by-laws are enacted on February 16th. These timelines will be amended by roughly three weeks if Council pursues appointments and then decides to proceed with a by-election.

The proposed election procedures, attached as Appendix “C”, are preliminary and will require amendments following discussions with product vendors, Canada Post and the Health Unit. There is a desire to add a ballot drop-box either in Ward Two or Ward Three so those that miss the mail in date are not required to drive to Simcoe.

Risks and Challenges:

Due to COVID19 conducting an election presents a unique set of health risks, in addition to these the following are the operational risks that we would have to consider:

- Internet voting – Internet voting would be externally hosted by Dominion. Staff are not concerned with the security or technical capabilities of online voting as the systems have been tested across Ontario over multiple regular elections. Internet voting does cause increased election complexity and would require more staff time, resources and increased costs. Ward Two also is not an ideal area to pilot internet voting.
- Mail-in-Voting – The biggest risk associated with Mail-In-Voting is the accuracy of the mailing list. The Association of Municipal Clerks and Treasurers has been successful in gaining a commitment from the Province to share information on voters list, that will not begin until 2024. MPAC information will continue to be used until that time. As voter notification cards need to be mailed out in a regular election the issue with mailing accuracy will exist regardless. The main difference

that exists is not the delivery rates but the difference between notification cards and ballot packages. There is no increased potential for fraud due to Mail-In-Voting due to verification processes.

- Combination of voting methods – Multiple voting methods can be anticipated to delay election reporting. This is due to the need additional work required to ensure duplicate votes aren't recorded for an elector.

Based on the above, if the Committee selects a by-election process staff would prefer to utilize mail in voting as the approach.

Financial Services Comments:

The costs associated with either scenario, appointment or by-election, will be borne by the election reserve. As this is an election-related, legislated process there can be no budgetary restrictions. Table 1 shows the current and projected balance of the election reserve for consideration.

For reference, the full cost of Norfolk County's 2018 municipal election funded by this reserve was \$246,526. The majority of election costs consist of compensation for election workers, voting equipment rentals, and software support services. It is unclear at this time whether the proposed alternative voting methods and additional COVID-related procedures would have a significant impact on overall costs should Council choose to proceed with a by-election. Staff have provided an estimate of approximately \$22,000 to \$33,000 to carry out a by-election for Ward 2 utilizing the proposed vote-by-mail process. The majority of projected costs would relate to ballot package printing, postage (including return postage) and other incidental supplies.

Due to recent announcements related to the Clerk's office, staff may look to add additional outside support to ensure a smooth election process which may have a minor impact on the estimate above.

Table 1 - Election Reserve

Date	Amount (\$) Surplus/(Deficit)
December 31, 2019 Balance per Unaudited Financial Statements	300,782
December 31, 2020 Projected Balance – based on the budgeted 2020 transfer to the Election Reserve of \$75,000	375,782
December 31, 2029 Projected Balance – based on projected annual reserve contributions of \$75,000 per year and includes projected commitments in municipal election years 2022 and 2026	673,782

Interdepartmental Implications:

N/A

Consultation(s):

Haldimand-Norfolk Health Unit

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Other".

Explanation:

Council is legislatively required to fill the vacant Ward Two seat.

Conclusion:

Staff are recommending that Committee provide direction to fill the vacant Ward 2 seat.

Recommendation(s):

THAT Staff report CAO 21-08 respecting vacant seat Ward Two, be received as information;

Option A)

AND THAT Council direct the Clerk to present a by-law for a By-Election and Alternative voting procedures.

Option B)

AND THAT Council direct the Clerk to proceed with an appointment process to fill the vacant Ward Two Seat.

Attachment(s):

- Attachment A - Draft Appointment Application
- Attachment B - Draft Advertisement Appointment Process
- Attachment C - Election procedures – Alternative Voting
- Attachment D - Key Election Dates
- Attachment E – PowerPoint Presentation

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**Application Councillor
Ward Two**

DECLARATION:

I, _____ the applicant mentioned in this application paper, Declare that I am presently legally qualified, or would be presently legally qualified, to be elected and to hold the office for which I am nominated and that:

1. I am at least eighteen (18) years of age, a Canadian citizen, a resident of Norfolk County or the owner or tenant of land in the Norfolk County or the spouse of such owner or tenant.
2. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.
3. I am not an employee of Norfolk County, or if I am an employee of the Norfolk County I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
4. I am not a person who is an employee of Norfolk County but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of Norfolk County, or a person who is not an employee of Norfolk County but who holds an administrative position of Norfolk County.
5. I am not a judge of any court.
6. I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senator House of Commons of Canada
7. I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
8. I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such *Act*.
9. I am not prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.

- I am not a corporation.
- I am not a person acting as executor or trustee or in any other representative capacity except as a voting proxy in accordance with section 44.
- I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted

10. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)* in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).
11. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature _____ Date

Consent to Release Personal Information

I, _____ the applicant agree the any information submitted on this application form, aside from Confidential Appendix 'A', shall be made public and published in an online Council agenda available for public review. Name:

Qualifying Address (optional): _____

Email (optional): _____ Phone (optional): _____

Signature _____ Date

The Information collected by the Clerks Office is collected under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. You may contact the County Clerk for more information about how this information is collected and kept at 519-426-5870 ext. 1228, e-mailing clerks@norfolkcounty.ca, or by sending a letter to the County Clerk, 50 Colborne Street S, Simcoe, Ontario N3Y 4H3.

Application Questions

Norfolk County Council desires that Ward 2 residents have information about all potential appointees. If you run out of space please feel free to respond on another page. All responses should be 200 words or less.

1. Why do you want to represent Ward 2 and Norfolk County?

2. If you were campaigning to represent Ward 2 what would your platform be?

3. What strengths and perspective would you bring to Council?

Application forms are to be delivered via the mail drop box at 50 Colborne Street South Simcoe, (Talbot Street entrance) prior to the end of the day Thursday February 24, 2021. Forms may be typed however all documents must bear original signatures. County Council will meet in Closed Session on March 2, 2021 to shortlist applicants. Shortlisted applicants will be invited to present to Council via video link on March 9, 2021. Following each ten-minute presentation Council may ask individual follow-up questions to applicants. Council may then utilize Closed Session prior to announcing a final disposition.

If Council proceeds to appoint an individual by By-Law on March 9, 2021 their term of office will begin following the County Clerk administering the Oath of Office in person.

CONFIDENTIAL APPENDIX "A"

CONTACT INFORMATION (please print):

Name: _____

Qualifying Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Information on this form is collected for the purpose of administering all activities related to the consideration of applications for the position of Ward 2 Councillor Norfolk County. This Appendix "A" information will not be released publicly.

*Applicants are encouraged to attach additional information here such as a resume. (Please do not provide references as they will not be checked).

**All applicants proceeding to the presentation stage will be required to provide proof of identity. This may be done through attaching a colour photocopy of a government piece of photo identification to this application. You may be contacted by the County Clerk and required to provide further proof of identity or to attend the County Administration Building in person to confirm identity or eligibility.

APPLICATION PROCESS –WARD 2 COUNCIL VACANCY

Norfolk County is now accepting applications for Ward 2 Councillor for the balance of the electoral term (until November 15, 2022).

Candidates interested in the position must be:

- A Canadian citizen
- 18 years of age or older
- A resident within the geographic jurisdiction of Norfolk County or a non-resident elector of the municipality

Application forms are available online at www.norfolkcounty.ca Completed forms must be submitted with original signatures to the Talbot Street Drop Box, 50 Colborne Street South Simcoe, prior to the end of the day Thursday February 24, 2021. All applicants will be identified publicly.

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the County Clerk when contacted for an interview.

For more information contact: Clerks@norfolkcounty.ca



Key Election Dates 2021 By-Election Ward 2

<p>February 16 2021 to April 16, 2021 MEA 33(4)</p>	<p>Nomination Period: Nomination forms may be filled during this period at any time when the Clerk’s Office is open and upon nomination day between the hours of 9 a.m. and 2 p.m. (<i>Nominations shall be filled with the Clerk by appointment only, candidates shall be required to undertake a self-assessment when filing, all signatures shall be original.</i>)</p>
<p>April 16, 2021 MEA 33(4)</p>	<p>Nomination Day: Last day for filing nominations in the required form. Nominations filed on this date are only accepted between 9 a.m. and 2 p.m.</p>
<p>April 16, 2021 MEA 36 (a)</p>	<p>Withdrawal of Candidates: Candidates wishing to withdrawal nominations must do so no later than 2 p.m.</p>
<p>February 16, 2021* to July 15, 2021 MEA 88.24</p>	<p>Campaign Period: The campaign period begins what a candidate has filed the nomination form and ends 45 days after the election. Alternative time periods are in effect if the candidate withdraws the nomination, if the Clerk rejects the nomination, or the candidate extends their campaign and is continuing to campaign to erase a deficit.</p>
<p>February 16, 2021 to May 31, 2021 MEA 88.6(8)</p>	<p>Third Party Advertising: Individuals, corporations or trade unions may file with the clerk to be a registered third party for the election; in prescribed form. Restrictions apply as to who may register. (<i>Third Party Advertisers shall be filled with the Clerk by appointment only, Persons filling shall be required to undertake a self-assessment when filing, all signatures shall be original.</i>)</p>
<p>March 26, 2021 MEA 65(4)(4ii)</p>	<p>Last Day to Receive Preliminary List of Electors (PLE) (<i>MPAC to provide Clerk with PLE. Clerk then corrects for errors and prepares voters’ list.</i>)</p>
<p>March 26 2021 to April 6, 2021 MEA 65(4)(4ii, iv)</p>	<p>Voters List: The Clerk shall make the corrections to the PLE as soon as possible after receiving the list. The corrected list constitutes the Voters’ List.</p>

April 6, 2021 to May 31, 2021 MEA 65(4)(5)	Revision - Application to Add, Remove, or Correct One's Own Information: Individuals may make application to the Clerk requesting that their name/information be added, removed or corrected.
May 21, 2021	Last Day for voters to return ballots via Canada Post to ensure their vote will be counted.
May 31, 2021	Voting Day
June 2, 2021	Certification of Results: The County Clerk shall certify the election results prior to 4 p.m.
June 8, 2021	Term of Office Begins: Ward Two Councillor is required to take Oath of Office Prior to taking office.
July 15, 2021	Campaign Period Ends: Deadline to provide Clerk with written notification of deficit and continuation of campaign. Candidates may file financial information
August 16, 2021	Filing Date: Deadline for filing financial statements; 2 p.m. Penalties for non-compliance may apply.



2021 MUNICIPAL BY-ELECTION WARD 2 COUNCILLOR

VOTE-BY-MAIL PROCEDURE



Date: January 21, 2021

As Clerk of the municipality of Norfolk County for the municipal elections, I do hereby certify the vote-by-mail procedure for conducting the 2021 municipal by-election for the Ward 2 Councillor, and also certify the forms attached (or similar version, either paper or electronic) as being those permitted to be used during this election process.

Date Approved

County Clerk

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INTRODUCTION

The 2021 Municipal Election is governed by the *Municipal Elections Act, 1996, S.O. 1996, C. 32*, as amended.

On January 19, 2021 Norfolk County's Council declared the Council seat for Ward 2 vacant due to a resignation.

Norfolk County Council enacted By-Law **##** on February 16, 2021 to authorize Vote-By-Mail for the 2021 Municipal By-Election.

The *Municipal Elections Act, 1996, Section 42 (3)* requires that the Clerk establish procedures and forms for the use of any alternate voting methods and provide a copy of the procedures and forms to each candidate. This document is the general policy for Vote-by-Mail, refer also to the more detailed Norfolk County 2018 Election Procedures.

Voting – 2nd Week of May until Monday May 31, 2021 – Norfolk County will be utilizing Vote-by-Mail voting for this By-Election.

One Councillor (Ward 2) is to be elected for the geographic area of Norfolk County.

Nomination Day – Friday April 16, 2021 – nominations are open and may be filed with the County Clerk during regular business hours until Nomination Day which is April 16, 2021 at 2:00 p.m. Nomination Forms will be available at the Norfolk County Administration Building in Simcoe, Ontario, or online at www.norfolkcounty.ca. The candidate must provide the following information when filing: nomination form and nomination filing fee (\$100.00).

In the event of a postal strike, the Clerk shall declare an emergency and may make such arrangements for voting that the Clerk considers advisable and are consistent with the principles of the Act.

The Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended (MEA), section 53(1) authorizes the clerk to declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act. This is of paramount importance for the 2021 By-Election, given the current worldwide pandemic. If, in the opinion of the Clerk, it is unsafe for electors to participate in voting, the Clerk will make this declaration after consultation with Public Health.

The *Municipal Elections Act, 1996, Section 12* confers the powers to the Clerk to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that in the Clerk's opinion, is necessary or desirable for conducting the election; the power to establish forms and require their use; and to require proof of a person's identify or qualifications including citizenship or residency or of any other matter.

The Clerk may appoint, in writing, Deputy Returning Officers (DROs) and such other officials as required to assist in the administration, management, security and control of the Vote-by-Mail election system.

Attachment: By-Law ##

DEFINITIONS

“Ballot Box” shall mean a box secured at the Norfolk County Administration Building, in which ballots are kept in advance of the close of voting.

“Ballot Return Station” shall mean a voting place under the general supervision of a designated Election Official where electors, who prefer to deliver or have hand delivered their completed ballots, may deposit their ballots directly into the care of the Clerk, Deputy Clerk or designated Election Official rather than forwarding their ballots by mail. This may include the Clerk’s Office during normal business hours during the voting period.

“Clerk” shall mean the Clerk of The Corporation of Norfolk County.

“Close of Voting” shall be 8:00 p.m. on Voting Day (May 31, 2021).

“Council” shall mean the Council of The Corporation of Norfolk County.

“Counting Location” shall mean the Norfolk County Administration Building, located at 50 Colborne Street South, Simcoe, Ontario, and / or any other location the Clerk deems appropriate.

“Deputy Returning Officer” (DRO) shall be a person appointed by oath to act in place of the Clerk in respect of administering oaths, revision of the voters’ list, ensuring security, updating the voters’ list, carrying out the counting of votes in a ballot box and other duties as may be delegated by the Returning Officer.

“Drop Box” shall be a box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots in person to the Ballot Return Station.

“Election Official” shall be a person, appointed by the Clerk, with responsibility to assist in the administration of the election process and for ensuring that the election is conducted fairly and in accordance with legislative requirements and established procedures.

“Guaranteed Date for Mail Return” shall be the date that Canada Post guarantees the return of voting packages deposited in residences mail boxes anywhere in Canada.

“Mail Box (After-Hours)” shall mean the after-hours mailbox located at the front door of the Norfolk County Administration Building and normally used for mail received after business hours.

“Municipality” shall be Norfolk County.

“Norfolk County Administration Building” unless otherwise specified, shall mean The Corporation of Norfolk County, located at 50 Colborne Street South, Simcoe, Ontario.

“Replacement Voting Kit” shall mean a set of documents which consists of: a Voting Declaration and Instruction Form, a Ballot(s), an Inner Ballot Secrecy Envelope, an outer Return Envelope with prepaid postage, and such other necessary material as the Clerk or designated Election Official determines.

“Return Envelope” shall be a prepaid postage envelope addressed to the Municipal Office that is either returned by mail to the Municipal Office or is dropped off at the Ballot Return Station. Each Return Envelope should contain both a Voter Declaration Form and an Inner Ballot Secrecy Envelope containing one (1) ballot.

“Returning Officer” shall be the Clerk of The Corporation of Norfolk County with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk’s opinion, necessary or desirable for conducting the election.

“Valid Mark” shall mean a mark within the space designated for the marking of the ballot to the right of the name of each candidate where it is “clearly evident that the intent of the voter was to cast a vote”.

“Vote-by-Mail” (VBM) shall apply to the voting for the 2021 Municipal By-Election – Ward 2 Councillor.

“Voting Day” shall be Thursday, May 31, 2021.

“Voter Declaration Form” shall be a document upon which the qualifying address of the voter is indicated as well as a space for the voter’s signature and name. This documentation signifies the voter’s declaration that he/she is the person eligible to vote in the election, and this declaration must accompany every ballot submitted or the vote will not be counted.

“Voters’ List” shall be a list showing all eligible electors within The Corporation of Norfolk County, as provided by the Municipal Property Assessment Corporation (MPAC) and revised by the Returning Officer, Deputy Returning Officer or Election Official pursuant to the provisions of the *Municipal Elections Act, 1996*.

“VOTING KIT” shall consist of a Voter Declaration and Instruction Form, a Ballot(s), an Inner Ballot Secrecy Envelope, an outer Return Envelope with prepaid postage and such other necessary material as the Municipal

VOTE-BY-MAIL POLICY

Candidates or their Scrutineers may observe the Vote-By-Mail Process as set out in the Policy.

Voter Kits will be mailed during the first week of May 2021 to every eligible voter whose name and address appears on the Voters' List for Ward 2 in the geographic area of Norfolk County.

The Voter Kit will include the following:

- Voting Instructions and Voter Declaration Form
- Ballot
- One (1) **yellow**, postage paid return envelope
- One (1) **white** secrecy envelope

On receipt of the Voter Kit, each elector should follow the instructions provided in the kit exactly. These instructions require the elector to:

- i. Complete the ballot
- ii. Insert the ballot into the white secrecy envelope
- iii. Seal the white secrecy envelope
- iv. Insert the sealed, white secrecy envelope into the **yellow** election postage paid return envelope
- v. **Sign**, and detach the declaration form
- vi. Insert the **declaration form** into the **yellow** election postage paid return envelope
- vii. Seal the **yellow** election postage paid return envelope
- viii. Mail the **yellow** election postage paid return envelope **as soon as possible**, or deliver it by the prescribed means to the municipality no later than **8:00 p.m. on Monday, May 31, 2021**

Undelivered Voter Kits returned to the Norfolk County Administration Building will be handled in the same manner as additions to the Voters' List, if a forwarding address is available.

Friday May 21, 2021 is the final day to mail a ballot package to ensure delivery by Canada Post. Electors who have failed to mail their ballot package by May 21, 2021 are encouraged to take steps for alternate delivery of ballot packages to the Norfolk County Administration Building at 50 Colborne Street South, Simcoe, Ontario N3Y 4H3 by 8:00 p.m. on Monday May 31, 2021.

If an elector on, or added to the voters' list, does not receive their Voter Kit, or if the kit is lost or destroyed, a replacement kit may be issued. The elector or his agent may attend at the municipal office to obtain a replacement kit. The Clerk or designate will confirm that the elector is qualified, have the elector or agent sign a statement, issue the replacement Voter Kit and note on the Voter's List, next to the elector's name, that a replacement kit was issued and the number of the kit issued.

An agent will be allowed to represent one (1) eligible voter except in accordance with Section 44 (3) of the *Municipal Elections Act*.

Blank Voter Kits will be stored in a secure place the Norfolk County Administration Building.

Attachment:

Request for Replacement Voter Kit form, Statement of Qualified Elector or Agent

**REQUEST FOR REPLACEMENT OF VOTER KIT
STATEMENT OF QUALIFIED ELECTOR OR AGENT**

I, _____, qualified elector for the Ward 2 Councillor By-Election in the geographic County of Norfolk, whose name appears on the Voters' List, hereby request a replacement Voter Kit. I hereby affirm that I did not receive a Voter Kit, or the Kit was lost or destroyed, and that I have not completed a Voter Kit for the 2021 Municipal By-Election for Ward 2 Norfolk County.

Dated this _____ day of _____, 2021

Signature of Qualified Elector

DECLARATION OF AGENT

If this application is filed by an agent of the application, the agent shall declare as follows:

I hereby declare that the applicant has appointed me as their agent and on their behalf I request a Replacement Voter Kit.

Dated this _____ day of _____, 2021

Signature of Agent

Address of Agent

Telephone Number of Agent

DECLARATION OF AGENT

If this application is filed under Section 44 (3) of the *Municipal Elections Act*, the agent shall declare as follows:

I further declare that I am related to the applicant for whom I have been appointed to act as their agent in the following way:

- Spouse
- Parent
- Child
- Grandparent
- Grandchild

Dated this _____ day of _____, 2021

Name of Agent

Signature of Agent

VOTING PLACE / BALLOT RETURN STATION

The following location shall be the “VOTING PLACE / BALLOT RETURN STATION” for the 2021 Municipal By-Election for Ward 2 Councillor in the geographic area of Norfolk County:

Norfolk County Administration Building
Attention: County Clerk/Returning Officer
50 Colborne Street South
Simcoe, ON N3Y 4H3

Under Section 48 (3) of the *Municipal Elections Act*, the whole of the property at 50 Colborne Street South is hereby designated as part of the “Voting Place / Ballot Returning Station” and the posting of signs or any type of campaign material is strictly prohibited. The County Clerk’s office will be declared as the Ballot Counting Centre.

No use of personal electronic recording devices (including, but not limited to, cell phones or cameras) are permitted in the area of the Voting Place / Ballot Return Station behind the voting privacy screen, or in the Ballot Counting Centre.

A “Ballot Returning Station” will be set up and available at the Norfolk County Administration Building during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday (closed for public holidays), commencing on a date to be set during the week of May 9, 2021 up to and including Monday May 31, 2021. Hours for the “Ballot Returning Station” will be extended on Monday, May 31, 2021 from 8:30 a.m. to 8:00 p.m. (By-Law ##).

A Ballot Counting Centre will be established in the County Clerk’s Office at the Norfolk County Administration Building on Monday May 31, 2021 for the counting of the ballots. This office will be closed to everyone except election staff, as designated, candidates or their scrutineers.

PROCEDURE ON RECEIPT OF MAIL-IN VOTER KITS

Voter Kits which are received at the Norfolk County Administration Office will be stored in a ballot box in a secure place. The ballot box at the Voting Place / Ballot Return Station will be placed in the main office at the start of each work day commencing at 8:30 a.m. on a date to be set during the week of May 9 2021, under the supervision of Election Officials, until the close of each day.

The opening of Voter Kits between a date to be set during the week of May 9, 2021 and May 31, 2021 is for the purpose of processing voter declaration forms and placing sealed ballot envelopes into ballot boxes.

Electors attending in person at the Voting Place / Ballot Return Station between a date to be set during the week of May 9, 2021 up to and including May 31 2021, from 8:30 a.m. until 8:00 p.m., to exercise their right to vote, shall complete their vote in accordance with the instructions contained in the Voter Kit, deliver the sealed Voter Kit to an Election Official and leave the Voting Place / Ballot Return Station. There will be an area designated at the Voting Place / Ballot Return Station for electors to complete their vote in privacy.

OPENING OF VOTER KITS PRIOR TO COUNTING

At 10:00 a.m. on May 20th 2021, May 25th 2021, May 28th 2021, and at 10:00 a.m. and 4:00 p.m. on Monday May 31st 2021, the Assistant Returning Officer or a Deputy Returning Officer and an Election Official (or, if needed, two Election Officials) will pick up returned Voter Kits from the Simcoe Canada Post and bring them to the Norfolk County Administration Building. Upon return to the Norfolk County Administration Building, the Assistant Returning Officer or Deputy Returning Officer and one or two Election Officials (or, if needed, three Election Officials) shall open the Voter Kits which have been received from the Post Office and also process the ballot box at the Norfolk County Administration Building, if necessary. The Ballot Return Stations, on all days but Voting Day shall close, at 4:30 p.m. however processing of "Vote-by-Mail Kits" may occur anytime after 10 a.m. upon the above noted dates.

A Master Voters' List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Vote-by-Mail Kits by the municipality will be maintained by the Clerk. This list is electronic but may be produced for inspection by candidates or scrutineers upon request.

A candidate OR their designated scrutineer may attend the "Ballot Return Station" during the hours mentioned above to observe the process of receiving "Vote-by-Mail Kits" that are mailed in or hand delivered. A scrutineer must have a signed "Appointment of Scrutineer by Candidate" form and will be required to sign an "Oath of Secrecy" form. A candidate OR scrutineer may also observe the sealing of the ballot box at the end of the day and initial the seal; and observe the opening of the ballot box at the beginning of the day. The ballot box used at the Ballot Return Station on Monday, May 31, 2021 will be opened for the final time at 8:00 p.m., the contents processed as above and then will be transported to the Ballot Counting Centre. Candidates OR scrutineers may be present and may initial the seals.

IF A CANDIDATE ENTERS THE NORFOLK COUNTY ADMINISTRATION BUILDING DURING THIS TIME PERIOD AND THEIR SCRUTINEER IS IN THE BUILDING, ONE MUST LEAVE IMMEDIATELY. CANDIDATES, PLEASE KNOW WHEN YOUR SCRUTINEER WILL BE IN ATTENDANCE.

ATTACHMENT:

Appointment of scrutineer by candidate

**APPOINTMENT OF SCRUTINEER
BY CANDIDATE**

Municipal Elections Act, 1996

NO USE OF PERSONAL ELECTRONIC RECORDING DEVICES (INCLUDING, BUT NOT LIMITED TO, CELL PHONES OR CAMERAS) ARE PERMITTED IN THE VOTING PLACE OR THE BALLOT COUNTING CENTRE

TAKE NOTICE that I _____, a candidate for the office of
(Name of Candidate)

_____ hereby appoint _____
(Office to which election is being sought)

to attend at the Voting Place of the Corporation of Norfolk County to represent me in the Voting Place or Ballot Counting Centre during the times specified in the Policies and Procedure Manual and at the counting of votes under the *Municipal Elections Act, 1996*.

Date

Signature of Candidate

CONDUCT OF CANDIDATES / SCRUTINEERS

Note: Scrutineers must sign an Oral Oath of Secrecy

1. Candidates or their scrutineers will be permitted to attend the “Ballot Return Station / Voting Place” to observe the process of receiving “Vote-by-Mail Kits”. Ballots that are hand delivered will be deposited in the ballot box and scrutineers may observe the process for sealing of the ballot box at the end of the day and initial the seal; and the opening of the ballot box at the beginning of the day (as set out in the detailed Norfolk County 2021 Election Procedures). The ballot box at the Ballot Return Station will be opened at 10:00 a.m. on May 20th 2021, May 25th 2021, May 28th 2021, and at 10:00 a.m. and on Monday May 31st 2021 at 4:00 p.m. and 8:00 p.m. Candidates or their scrutineers may be present and may initial the seals.
2. Candidates or their scrutineers may examine the Voters’ List to determine who has voted or to count how many Electors have voted.
3. It is no longer mandatory that a scrutineer be of 16 years of age or older to work at the Election, however, ANYONE who is creating a disturbance at the Voting Place / Ballot Counting Centre will be removed by an Election Official.
4. Before being admitted to the Voting Place / Ballot Counting Centre, a person Appointed as scrutineer shall produce and show her / his Appointment, on the designated form, to Election staff for the Voting Place / Ballot Counting Centre, and take the oral Oath of Secrecy from the Election staff before being permitted to remain in the Voting Place / Ballot Counting Centre.
5. The Clerk, the Clerk’s designate or DRO, is responsible for the conduct of the Voting Place / Ballot Counting Centre and no candidate or scrutineer has the right to interfere with the discharge of their duties.
6. Only one scrutineer per candidate is allowed at any given time at the Voting Place. The candidate and their scrutineer ARE NOT permitted to be present at the Voting Place at the same time. If a candidate or scrutineer wishes to have a discussion with another scrutineer or candidate, they must leave the Voting Place and carry on their discussion outside the Voting Place.
7. No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place / Ballot Counting Centre. The boundaries of the Voting Place / Ballot Counting Centre are the boundaries of the property where the Voting Place / Ballot Counting Centre is located and INCLUDES the parking lot. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, handout campaign material, or park a vehicle displaying campaign material in the parking lot of the Voting

Place / Ballot Counting Centre. Anyone breaking these rules will be asked to remove the campaign material immediately.

8. Please note that the tables for counting ballots are provided for election staff only. Sitting at the table provided for election staff is not permitted. Therefore candidates or their scrutineers are reminded to bring a clipboard / binder to provide themselves with a surface to write on.
9. Candidates / scrutineers will be permitted to attend the "Ballot Counting Centre", in the Norfolk County Administration Building for the opening of the "Ballot Kits" by Election Officials at 8:00 p.m. on May 31, 2021. Candidates will be required to wear a name tag. Scrutineers will require a name tag with their name and candidate's name that they are representing. Blank name tags will be available at the Ballot Counting Centre.
10. Candidates / scrutineers wishing to observe the count MUST be at the Ballot Counting Centre prior to 8:00 p.m. No one will be admitted to the Ballot Counting Centre after 8:00 p.m.
11. Only one scrutineer per candidate is allowed at any given time at the Counting Station in the Counting Centre. The candidate and their scrutineer ARE NOT permitted to be present at the Counting Station at the same time.
12. After the close of the Voting Place and during the counting of the votes, candidates / scrutineers may examine all ballots but SHALL NOT handle them. Candidates / scrutineers may object to the counting of a ballot and any objection will be noted on the back of the ballot. A list of objections will be maintained; each objection will be numbered on the list; and the number marked on the back of the ballot objected to. The final decision as to whether a vote should be counted is the sole responsibility of the Deputy Returning Officer. Candidates / scrutineers shall not, in any way, impede the progress of the counting of the votes.
13. The total of votes cast for each candidate as counted by the Election Officials is final. They are not required to do a second count.

COUNTING OF BALLOTS

The Clerk's office at the Norfolk County Administration Building located at 50 Colborne Street South, Simcoe will be established as the Ballot Counting Centre. Only the Clerk (Returning Officer), Deputy Clerk (Assistant Returning Officer), appointed Election Officials, certified candidates and authorized scrutineers will be permitted to remain in the Ballot Counting Centre.

Opening of secrecy envelopes prior to counting of ballots: starting at 7:30 p.m. the ballot boxes will be opened, the secrecy envelopes removed, counted and reconciled. The secrecy envelopes will then be opened, and the ballots removed. The ballots will remain folded and placed in bundles of not more than twenty-five (25) and returned to the ballot box which will be closed but remain unlocked in the presence of the election staff until counting begins at 8:00 p.m.

If a ballot is cut during the opening of the secrecy envelop, it can be repaired and will be counted.

The doors to the Ballot Counting Centre will be closed at 8:00 p.m. on Monday May 31, 2021 and only Election Officials as noted above will be allowed to enter thereafter. Candidates and scrutineers leaving the Centre after 8:00 p.m. will not be permitted to return.

Scrutineers must have a signed "Appointment of Scrutineer by Candidate" form, and will be required to sign an "Oath of Secrecy" form. Candidates will be required to wear a name tag. Scrutineers will be required to wear a name tag with their name and the name of the candidate they are representing. One candidate or scrutineer will be able to observe at the Counting Station. Candidates / scrutineers will be provided with a table at the "Ballot Counting Centre" for their use. Use of cell phones, recording devices or other electronic equipment will not be permitted in the Ballot Counting Centre other than for Assistant Returning Officer and Deputy Returning Officer. Candidates / scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official.

No campaign material will be allowed within the Ballot Counting Centre.

Sealed Ballot Secrecy Envelops received at the Norfolk County Administration Building prior to the close of voting on Thursday, November 29, 2021 will be processed then will be delivered to the Ballot Counting Centre as soon as possible after the close of voting. Candidates / scrutineers will be allowed to view the sealing of the ballot boxes prior to the transfer.

Candidates Please Note: if you or your scrutineer attends at the Voting Place at the close of vote, you (or your scrutineer) will not be allowed access to the Ballot Counting Centre after 8:00 p.m.

At the Ballot Counting Centre, after 8:00 p.m. on Monday May 31, 2021, the sealed Ballot Secrecy Envelopes will be opened, counted and the statement of results undertaken. Ballot

boxes will be opened at a central table, Ballot Secrecy Envelopes will be grouped into bundles of up to twenty-five (25). The number of ballot envelopes will be counted and reconciled. IF THERE IS ANY DISCREPANCY, THE ASSISTANT RETURNING OFFICE OR DEPUTY RETURNING OFFICER WILL BE NOTIFIED IMMEDIATELY AND PROPER STEPS TAKEN TO RECONCILE.

After the count, as per Section 55 (1) of the *Municipal Elections Act, 2006*, a statement shall be prepared showing the results of the election. The ballots, all other materials and documents relating to the election, except the original statement of results will be placed in the ballot boxes. The ballot boxes will be sealed and initialed by the Returning Officer, Assistant Returning Officer and other appointed Election Officials, and stored in a secure location.

SECURITY OF THE BALLOTS

Security of the Ballot Prior to Voting:

Canada Post will mail a ballot to each person identified in the Revised Voters' List as of a date to be determined during the week of May 2, 2021 and this number of ballots used will be forwarded to the Clerk.

The number of ballots distributed by the Clerk to persons qualifying to be voters after a date to be determined during the week of May 2, 2021 will be recorded.

Security of the Ballot During / After the Vote:

Upon receiving the 2021 Return Voting Envelopes (prepare yellow return envelopes) by mail or from the Ballot Return Station at the Norfolk County Administration Building, they will be stored in sealed Ballot Boxes.

On May 31, 2021 the sealed ballot boxes will be opened and ballots counted. Ballots received after the close of voting shall not be opened and shall be stored separately.

After the count, each bundle of ballots, along with the duplicate original Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed and initialed by the Election Official prior storing in a secure place under the control of the Clerk.

ANNOUNCEMENT OF RESULTS

The Clerk and Deputy Clerk will have the results. Unofficial results of the counting will be posted in the Norfolk County Administration Building.

Official results will be posted in the Norfolk County Administration Building by 4:00 p.m. on Wednesday, June 2, 2021.

EMERGENCIES

In the event of any condition of an emergency or any circumstances that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make arrangements he / she deems necessary for the conduct of the election.

ACCESSIBLE ELECTION

The Corporation of Norfolk County 2021 Municipal By-Election process shall have regard to the needs of electors and candidates with disabilities. The Corporation of Norfolk County provides Accessible Customer Services, as per the current Accessibility Plan. More detailed information can be found in the Norfolk County 2018 Election Procedures.

COVID-19 MEASURES

The following procedures will be incorporated in the 2021 By-Election Process, to minimize the spread of the Novel Coronavirus COVID-19 during the world-wide declared pandemic:

- Nominations will be received by appointment only (contact clerks@norfolkcounty.ca);
- Each candidate will be required to take the self-assessment prior to entering the County Administration Building for the scheduled meeting;
- 25 Endorsement Signatures: The County is recommending a separate form for each endorsement to reduce the number of touch-points per page;
- Candidates will be responsible for their own health and safety during door-to-door campaigning and it is recommended that physical

distancing be practiced at all times;

- When campaigning the County recommends candidates and staff complete a self-assessment prior to doing so each day. If there is any doubt regarding the health status of the campaign staff/ volunteers/ candidate, they should not participate;
- It is recommended that campaign staff have access to appropriate hand sanitizer with them;
- It is recommended that door to door campaigning take place through the door whenever at all possible, and when not able to do so, physical distancing be maintained;
- Masks are encouraged for door to door campaigning;
- Appropriate policies will be developed in consultation with the Health Unit respecting scrutineers and election staff.

AMENDMENT TO THIS DOCUMENT

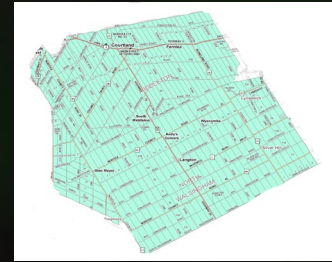
The Clerk, at any time, has the right to amend this document to facilitate the vote, count of the votes and security.

The Clerk's ruling on any interpretation of this document is final.

Dated at the Corporation of Norfolk County this _____ day of February, 2021.

Dates Amended _____

Vacant Seat Ward 2



Feb 9, 2021
Andy Grozelle

Legislative Requirements

- Requirement to fill vacant Ward Two seat
- Two Options for Committee to consider:
 - - Appointment or By-Election
- Appointment needs to be approved prior to March 20, 2021 or By-Election needs to be called prior to March 20, 2021



Appointment Process

Advantages

- Will see Ward 2 seat filled - March 10th;
- Less County resources required;
- Can be conducted in a transparent manner to provide residents with a understanding of Council's decision making;
- Avoids an election during a pandemic.

Disadvantages

- Incumbency is considered a significant advantage in municipal elections (may be disadvantaging 'runner-ups');
- No established process, only commonly applied 'norms';
- Could end up with two candidates that are 'too close' to call or no candidates that are ideal for the seat;
- Council open to potential criticism for final selection.



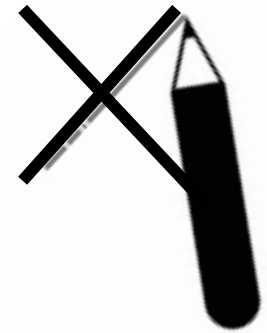
By-election

Advantages

- Democratic process ensures the correct candidate is successful;
- May increase voter engagement in Ward Two (historically lowest turnout);
- Provides the opportunity to try out different voting method (Pre-registered mail-in-ballots may be an option during the 2022 Regular Election);

Disadvantages

- Longer timeline;
- Nomination Forms are required/pandemic;
- Resource heavy enterprise for Clerks;
- Accuracy of MPAC list – for Mailing;
- Voter Turnout can be lower in a By-election.



Election Timelines*

Acceptance of Nominations:

February 16, 2021 – following Council approval of By-Law

Nomination Day:

April 16, 2021

Voting:

Mail-out Voter Kits first two weeks of May

Last Day for Mailing back Ballots:

May 21, 2021 (after this drop boxes to be used)

Election Day:

May 31, 2021

*All dates pending approval of By-Election on February 16th. The Returning Officer sets all dates in accordance with legislation.



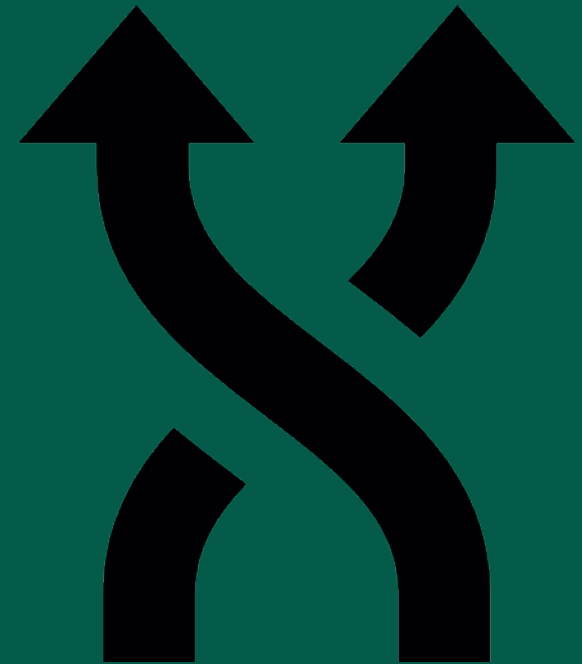
Hybrid/Other Approaches

Proceed with appointment process & prepare for By-Election

- Unique approach that we don't believe has been utilized elsewhere;
- Proceed with the appointment process however if Council is not thrilled with the outcomes, By-Laws for a By-Election and Vote-By-Mail will be listed on the March 9th Council agenda.

Appoint an Individual without a Selection Process

- If Council has an individual already in mind that meets all the requirements for holding office in Norfolk County they may directly appoint.



[Back to Top](#)

Questions

Council-In-Committee Meeting – February 09, 2021

Subject: Wastewater Services Extension
Report Number: PW 21-10
Division: Public Works
Department: Environmental Services
Purpose: For Decision

Executive Summary:

Norfolk County's Wastewater Treatment Plants and related sewage pumping stations are currently operated by Veolia Water Canada under contract set to expire on June 30, 2021. Environmental Services in conjunction with Corporate Support Services are currently in the midst of a Request for Proposal procurement process that will result in the award of a new contract for the operations of the Wastewater Treatment Plants. This procurement process has received several comments and questions from the vendor community that has resulted in an approximate delay of three months in the process before the new contract can be awarded and executed. It is staff's recommendation that the existing contract with Veolia Water Canada be extended by three months to allow for the completion of the procurement process and a smooth transition to the new contract. Staff are further recommending that the County's indemnification clause in the proposed contract be adjusted based on marketplace research and with guidance provided by the County's external legal solicitor.

Discussion:

Veolia Water Canada has operated the Wastewater Treatment Plants on behalf of the County since 1997. The existing contract has been extended several times and not publically tendered through a procurement process in several years. A Request for Proposal process has been undertaken and documentation has been released to the vendor community in order to award a new contract for the operation of the County's Wastewater Treatment Plants. Request for Proposal PW-ES-20-04 was advertised and issued in accordance with Norfolk County's Purchasing Policy and Procedures. The bidding opportunity was issued on October 16, 2020 and has received several comments and questions from bid takers. As a result the closing date has been extended to February 23, 2021. The documents are currently being examined by the County's external legal solicitor, and the issuing department responses to the vendor community are expected to be provided in early February which will allow for a conclusion to the submission period to occur later this month. In order to account for this delay, staff proposes to extend the current contract in accordance with the existing

terms and conditions with the current service provider by three (3) months to ensure that the County is completing a proper procurement process that is open, fair and transparent to all proponents.

Financial Services Comments:

Within the Approved 2021 Rate Supported Operating Budget an allocation of \$3,532,000 for the operation of the County's Wastewater Treatment Plants. This budget included a contingency of \$105,700 for the new contract based on a six-month timeframe. Based on discussion with Public Works staff, cost for the additional three month period associated with this extension will be accommodated within the existing budget.

Corporate Support Services:

Corporate Support Services has reviewed the report and advises that Norfolk County Purchasing Policy ECS-02 Section 4.8.4 requires all single source procurements to be authorized prior to the purchase through resolution of Council. Corporate Support Services staff have been working closely with the Environmental Services Department to ensure a suitable bid is issued to the market and to work through the volume of questions that have been received in response to the bid that is currently in the marketplace. Corporate Support Services has provided comments throughout the process, in this report and has consulted external legal Counsel on the next steps.

Some of the comments and questions that have been received from the bid that is currently in the marketplace is in regards to the wording contained within the County's standard independent contractors agreement which has been included within the bid document as a sample agreement. In consultation with the County's external legal solicitor, staff are recommending a separate, stand-alone agreement specific for the Operation and Maintenance Services for Norfolk County Wastewater Facilities be prepared and issued to the bid takers.

One of the items of question in the sample agreement specifically relates to the County's indemnification clause. Bidders have requested that a limitation of liability provision be adopted and that indemnification in the executed agreement be reciprocal.

As Council is aware, the County's indemnification clause has been carefully drafted, with the County's self-protection in mind, specifically from assuming any unnecessary risk. The primary benefit of the indemnification provision is to protect the County against losses from any third-party claims related to a particular contract.

Implementing a limitation, or ceiling, on a responsible party's assumption of liability has been cautioned by both the County's external legal solicitor and the County's insurer and that the County's risk tolerance should be strongly considered, in regard to potential future claim awards, as these would become due and payable by the County once a threshold is exceeded.

With regard to reciprocal indemnification, the County's indemnification clause fully transfers the risk from the County to the contracted party, for any losses sustained as a result of the contracted party's actions, or non-actions – it is not reciprocal.

Risk Management takes the position of protection against loss and litigation to the greatest degree possible, especially regarding matters for which the County has no control over. Placing a limit on the amount a contractor would be liable for would result in unnecessary risk for the County and expose the County to liability for which it is not responsible for.

Although Risk Management continues to be of the opinion that a limit should not be placed on one's obligations to rectify any errors made and that the indemnification not be reciprocal, the marketplace research conducted on municipal contracts for the Operation and Maintenance Services for Wastewater Services indicates that some municipalities have permitted a limitation of liability and have agreed to reciprocal indemnification in this specific type of service contract. In addition, the agreement executed prior to Norfolk County by the former Regional Municipality of Haldimand-Norfolk and the existing agreement currently in place from many years ago includes both a limitation on the liability assumed by the contractor, as well as reciprocal indemnification.

As such, staff are recommending that Council consider an adjustment to the County's indemnification clause in the agreement specifically for the Operation and Maintenance Services for Norfolk County Wastewater Facilities in an effort to maximize competition and progress through contract execution to ensure the continuity of contracted services for Norfolk County's Wastewater Treatment Plants and related sewage pumping stations.

Interdepartmental Implications:

Not applicable.

Consultation(s):

The General Manager, Corporate Services, the County's external legal solicitor and Corporate Support Services were consulted in the preparation of this report.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Focus on Service".

Explanation:

To foster a competitive bidding process a three month extension to the Veolia Water Canada contract is needed to finalize the Request for Proposal. This will allow staff to ensure that the bid document that is issued to the market and the associated agreement complies with current legislation that meet County's needs and standard. Veolia Water Canada will continue to provide the residents with uninterrupted wastewater services and fulfill contractual agreements.

Conclusion:

Environmental Services is recommending that Norfolk County Council direct the General Manager of Environmental and Infrastructure Services Division to negotiate a three (3) month extension with two (2) thirty day options to extend at the sole discretion of the County to the existing wastewater services agreement with Veolia Water Canada under the same terms and conditions. This extension will allow staff from Environmental and Infrastructure Services Division to properly execute a Request for Proposals to ensure a competitive bidding process for the operation of the Wastewater Treatment Plants.

Recommendation(s):

THAT Report PW 21-10 Wastewater Services Extension be received as information;

AND THAT Council permit a single source supply as outlined in Norfolk County Purchasing Policy ECS-02, section 4.8.4 for an extension of the current contract with Veolia Water Canada for the operation and maintenance of Norfolk County's Wastewater Treatment Plants and sewage pumping stations for a three (3) month term;

AND THAT General Manager of Environmental and Infrastructure Services Division be authorized to execute a three (3) month extension from July 1, 2021 to September 30, 2021 as well as two (2) thirty day options in favor of the County to the current Wastewater Services Agreement with Veolia Water Canada under the same terms and conditions;

AND FURTHER THAT Council direct staff to adjust the County's indemnification clause specifically in the agreement associated with Request for Proposal PW-ES-20-04, Operation and Maintenance Services for Norfolk County Wastewater Facilities to permit a limitation on liability and reciprocal indemnification.

Attachment(s):

Not applicable.

Submitted By:
Jason Godby
General Manager,
Environmental and Infrastructure
Services Division
For more information, call:
519-582-2100 ext. 1100

Reviewed By:
Larry Conrad
Director, Environmental Services
For more information, call:
519-582-2100 ext. 1500

Prepared By:
Stephanie Davis
Manager, Water and Wastewater Compliance
For more information, call:
519-582-2100 ext. 1501

Council-In-Committee Meeting – February 09, 2021

Subject: Continued Supply of SCADA Operational Services and Software Support by T & T Power Group for ten (10) additional months
Report Number: PW 21-9
Division: Public Works
Department: Environmental Services
Purpose: For Decision

Executive Summary:

Norfolk County Environmental Services Department operates a significant number of Water and Wastewater infrastructure components that depend on SCADA (Supervisory Control and Data Acquisition) systems. The SCADA system is integral to the successful operations of our water and wastewater treatment facilities and, if the system was not in operation, would greatly increase the costs resulting from the need for additional person hours to manually monitor, control and record operations. Staff are currently proposing changes to the operations of the SCADA system to reduce operations costs however, these have been slow to take effect for several reasons including impacts from the current pandemic. The purpose of this report is to gain approval of Council to extend the current purchase order with the existing contractor for ten (10) months to allow time to enact the proposed changes to the operations.

Discussion:

SCADA systems were first installed in Norfolk in the mid-1990s and have evolved significantly over the years. As with all computer based systems, routine and regular upgrades and replacements are necessary to ensure these systems operate effectively and efficiently. The data that these systems collect becomes our daily, weekly and monthly reports that are provided to regulatory authorities to comply with the *Safe Drinking Water Act* and the *Ontario Water Resources Act*. Our SCADA systems are operated at both the contracted Wastewater Treatment facilities, as well as County operated Water Treatment facilities.

The investment in our SCADA systems allows Norfolk County to run our operations efficiently. Without SCADA, many of the routine analysis, would need to be conducted by a licensed water or wastewater operator which would require providing staffing to all of our water and wastewater facilities 24 hours per day. By having SCADA systems, we are able to remotely monitor and dispatch licensed operators when and where they are required.

The Environmental Services Department has worked closely with our current SCADA provider (T & T Power Group) since early in the 1990s to develop and implement a SCADA Master Plan, SCADA Standards and a SCADA replacement and upgrade schedule that is incorporated into the 10 year Capital Plan. T & T Power Group actively participates in Norfolk County's Water and Wastewater Capital Upgrades as our SCADA Integrator. As new facilities or treatment equipment is added to our network, it is critical that it be incorporated into our current SCADA systems. The Environmental Services Departments has monthly meetings with T & T Power Group, Engineering, Information Services and Operations to make sure SCADA components involved in capital projects are thoroughly discussed and planned to prevent any operational failures or downtime. The current purchase order with T & T Power Group was approved by Council in February, 2018 and was for a period of three (3) years ending on February 20, 2021.

Municipalities across the Province secure SCADA services in a variety of manners. Staff have recently spoken with staff from Oxford County who are undertaking a similar process to Norfolk although the SCADA system in Norfolk is a bit more advanced than in Oxford. Staff are currently working to bring in house the provision of most of the administration and day to day components of the SCADA operations. This is expected to result in the hiring of a full time SCADA system operator by June, 2021 and should result in operational savings to the County of approximately \$60,000 per year in the annual operations budget.

Once there is an in house staffing component, the Environmental Services Department will then undertake a purchasing process obtain a supplier for a reduced provision of services limited to the repair and replacement of failed equipment and for the provision of emergency afterhours work. Until this transition can occur, which has been delayed as a result of other corporate priorities related to the ongoing COVID-19 pandemic, a provider of services to operate our SCADA is still required. It is recommended that the current contractor, T & T Power Group's purchase order be extended to the end of 2021 or for a ten (10) month time period at the current rates of the Purchase Order.

Financial Services Comments:

The Approved 2021 Rate Supported Operating Budget contained a total allocation of \$136,000 for SCADA operation costs between Water and Wastewater. This includes costs for Demand Support, Training, Data Backups and Planning meetings. The allocation for this budget was based on the full year cost with a contractor.

Based on discussion with Public Works staff, the full time SCADA operator will be re-purposed from existing FTE complement and not represent increased Salary & Benefit costs in 2021. As noted by Public Works staff this is expected to result in some operational savings once implemented and will be incorporated into the 2022 Rate Supported Operating Budget.

Interdepartmental Implications:

Not applicable.

Consultation(s):

Not applicable.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priorities "Build and Maintain Reliable, Quality Infrastructure".

Explanation:

Norfolk County's SCADA systems are an integral part of maintaining regulatory compliance in both the water and wastewater treatment. Having a single source SCADA integrator to provide support lessens confusion and mistakes that could otherwise risk the drinking water and wastewater systems.

Conclusion:

The Environmental Services Department is requesting that Council approve the extension of the existing Purchase Order with T & T Power Group for an additional ten (10) months until December 31, 2021. This request will allow the Environmental Services Department to utilize the existing expertise and industry knowledge of T & T Power Group with respect to the procurement, supply and service of Norfolk County's Water and Wastewater SCADA infrastructure until this process is able to be brought in house.

Recommendation(s):

THAT Staff Report PW 21-9 Continued Supply of SCADA Operational Services and Software Support by T & T Power Group for ten (10) additional months be received;

AND THAT Council permit an extension to the existing purchase order for T & T Power Group as outlined in Norfolk County Purchasing Policy ECS-02, section 4.8.4 to provide SCADA Equipment and Services Systems until December 31, 2021.

Attachment(s):

Not applicable.

Submitted By:
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General Manger, Public Works
For more information, call:
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Reviewed By:
Larry Conrad
Director, Environmental Services
Department
For more information, call:
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Prepared By:
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Manager, Water and Wastewater Compliance
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Council in Committee Meeting – February 09, 2021

Subject: Community Paramedicine for Long Term Care
– Budget Amendment
Report Number: CAO 21-04
Division: Office of the Chief Administrative Officer
Department: Paramedic Services
Purpose: For Decision

Executive Summary: The Ministry of Long-Term Care is funding a Community Paramedicine program (CPLTC) that provides services to individuals who are waiting for placement in a long-term care home or are soon to be eligible for long-term care. The initiative is part of the province’s modernization plan to address systemic barriers to health care provision and the growing demand for long-term care. Community Paramedicine has shown the ability to be flexible, reliable and capable of meeting multiple demands for vulnerable patients in the community. Furthermore, it aids in the reduction of 911 calls, emergency room visits, hospital admissions and readmissions.

Discussion: The purpose of this additional funding is to keep vulnerable individuals in our community that are soon to be placed on a long-term care wait list or are about to receive a LTC placement. This will enable elderly patients to remain in their homes as long as possible, while stabilizing their current illness or disease trajectory. The CPLTC program will use Community Paramedics to provide home visits, remote patient monitoring, and referrals to community health partners. They will also remain in close contact with case managers/primary physicians to better manage the overall care of the patient. The program aims to provide accessible, responsive, proactive and safe care to all patients. Keeping patients safely in their homes will help to mitigate the deleterious effects of their illness/disease mismanagement and will have a positive effect on their quality of life. Additional high intensity support will provide individuals, families and caregivers peace of mind and valuable support/assistance while waiting for a long-term care bed. It will also assist Community Care Coordinators in determining whether a transition to long-term care should be accelerated or delayed. This alternative option may also prove to minimize waitlist growth and duration, by supporting more individuals in their own home across the county.

The Ministry of Long-Term Care (MOLTC) is financing 100% of this program enhancement, directly to the service provider (Norfolk County). An agreement will be signed with the MOLTC to provide services for the next three years (as projected by the Ministry), and all required accountability reporting and evaluation will be completed by

Norfolk County Paramedic Services and our Finance Department. The proposal submitted to the MOLTC included up to 2.0 paramedic FTE and 1.0 management FTE for 2021 (Ministry year of April 1, 2021 to March 31, 2022) with an additional 2.0 paramedic FTE in 2022 (April 1 initiation). Total proposed funding allotment from the MOLTC was submitted at a budget of approximately \$650,000 for year one, and \$950,000 for each of the following two years, including all staffing, training, oversight, supplies, equipment, reporting and transportation. The program has been proposed to run for three years total, with any further funding to be decided based on successful implementation and ongoing analysis of benefit to the community and health care system. Norfolk County continues to provide office space, uniforms and supplies in kind to this program.

Funding from the CPLTC will build upon existing programs that improve access to health care services. The current Community Paramedicine program is funded by the Ministry of Health (MOH) and was converted to be included in permanent base funding in 2018. This funding currently allows staff to work closely with the McMaster Community Paramedicine Research Team to deliver CP@Clinic within our community. CP@Clinic is an evidence-based program that continues to have a significant impact on reducing 911 activations. A 2018 randomized control trial of CP@Clinic participants has shown a reduction in ambulance calls to older adults living in subsidized housing by 19-25%. Significant improvements were also shown in the participant's Quality-Adjusted Life Years (QALYS). This is a common measure used to assess the number of years our CP@Clinic participants remain in good health. Improving the quality of life for older adults in our community promotes improved coping skills and resiliency.

The Community Paramedicine Remote Patient Monitoring (CPRPM) program will be instrumental in providing High Intensity Support at Home (HISH) for clients on LTC waitlists. Norfolk County Community Paramedics are currently monitoring over 60 patients with chronic health conditions, such as COPD and congestive heart failure. With this comprehensive and integrated health care platform, key health information is gathered to provide clearer insight into patient conditions and has resulted in the delivery of lifesaving interventions. Biometric data is also shared with the patient's physicians/specialists for better informed decision making. CPRPM has shown a 61% reduction in emergency room visits for enrolled participants and major studies have shown a 5:1 return on investment. Our current Remote Patient Monitoring Program operates from Monday to Friday, 8am to 4pm. However, with CPLTC funding in place, staff will have the ability to monitor clients twelve hours per day, seven days a week. In addition to Remote Patient Monitoring, Community Paramedics will continue to provide home visits, wellness checks, and chronic illness/disease management and education.

The Community Paramedicine Program has already generated improvement to community health care systems, by decreasing avoidable 911 calls, emergency room visits and hospitalizations. However, it has become increasingly apparent during the COVID-19 pandemic that our elderly population are requiring additional support within the home. Many individuals are experiencing increased difficulties connecting with their primary care practitioners and they are having difficulties navigating the health care

system. In light of these difficulties, our Community Paramedics have become champion navigators and advocates for elderly patients across the community. Both patients and family members routinely report better quality of life, peace of mind and improved health outcomes. In addition, many patients have shown improved ability to manage their chronic illness or disease. This funding agreement will ensure that Norfolk County’s Community Paramedicine Program continues to address the emerging needs of Norfolk County’s aging population and it will play an important role in addressing service delivery gaps within our health care system.

Financial Services Comments:

Norfolk County received a notional funding allocation of up to \$1M per year (\$250,000 per quarter) for purposes of establishing a budget submission. This was based on 2019 long-term care waitlist data from the Haldimand-Norfolk census. Paramedic Services staff worked with finance to prepare the budget submitted to the MOLTC which reflects the service level required to support the expected patient case load in years one (1) to three (3).

Table 1 below is a summary of program costs submitted for Year 1 (April 1, 2021-March 31, 2022), Year 2 (April 1, 2022-March 31, 2023), and Year 3 (April 1, 2023-March 31, 2024). Also included is the prorated portion of Year 1 costs expected to be incurred in 2021, consisting of 75% of recurring costs plus initial one-time item costs.

Table 1: Proposed CPLTC Budget For Years 1-3 with 2021 Impact

Expenditure	Apr 1 2021 – Dec 31 2021 (\$)	Year 1 (\$)	Years 2 & 3 (\$)
Total Staffing Costs Year 1 - 2.0 PCP/CPLTC staff & 1.0 FTE Commander Year 2 - 4.0 PCP/CPLTC staff & 1.0 FTE Commander	346,275	461,700	791,900
Total Other Operating Expenditures	117,600	156,800	156,800
Total One-Time Costs Year 1 - \$27,000 Initial Purchase of Cardiac Monitor; - \$3,200 Laptops and Phone Hardware; and - \$5,000 Initial Training Costs	35,200	35,200	0
Total Eligible Costs	499,075	653,700	948,700

Funding approval would require Norfolk County to enter into a three (3) year agreement with the MOLTC ending March 31, 2024 and would be processed as a budget amendment in 2021 for the prorated year 1 costs up to \$499,075 as shown in Table 1.

As outlined in Table 1, the year 1 staffing request is for an additional 3.0 FTE (2 TFT Primary Care Paramedics and 1 TFT Paramedic Services Commander). This represents a temporary increase for the duration of the program over the current

allocation of 1.2 FTE dedicated to ongoing regular Community Paramedicine operations. Note that there is a staffing increase of 2.0 FTE (2 additional TFT Primary Care Paramedics) in year 2 as the program expands from 12 hours per day to 24 hours per day coverage for clients.

As outlined in this report, this program is designed to be fully funded by the MOLTC and will only commence if funding approval is received. Finance will further work with Paramedic Services staff to scale and implement the approved budget within any funding allocation received.

Interdepartmental Implications: N/A

Consultation(s):

Staff from Paramedic Services and the Community Paramedicine team were consulted in preparation of this staff report.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Focus on Service".

Explanation:

Providing improved care in our community to vulnerable individuals that are either waiting for long-term care placement or have been delayed for enrollment onto the list. It also optimizes their ability to remain safely within their own residence.

Conclusion:

Norfolk County Paramedic Services is proud to be a part of this provincial initiative that will enhance Norfolk County's current Community Paramedicine program to assist the elderly population in the community with specialized needs and concerns. As the program is 100% provincially funded, the benefits of implementing these critical supports into the community can be realized across Norfolk County.

Recommendation(s):

THAT Council receives this Staff Report "CAO 21-04 Community Paramedicine for Long Term Care" as information;

AND THAT Council authorizes the Chief, Norfolk County Paramedic Services to enter into an agreement with the Ministry of Long-Term Care to provide Community Paramedicine for Long-Term Care (CPLTC) across Norfolk County commencing April 1, 2021, contingent on 100% funding approval of submitted budget;

AND THAT Norfolk County Council authorizes staff, upon receiving Ministry approval, to process a budget amendment to the 2021 Levy Supported Operating Budget for the

prorated portion of year 1 costs outlined in Table 1 up to \$499,075 with 100% of funding to be provided by the Ministry of Long-Term Care;

AND THAT Norfolk County Council approves the hiring of up to two (2) additional Temporary Full Time (TFT) Primary Care Paramedic staff and one (1) TFT Paramedic Services Commander to commence April 1, 2021, for a duration not to exceed March 31st 2024;

AND THAT Norfolk County Council approves the hiring of up to two (2) additional Temporary Full Time (TFT) Primary Care Paramedic staff to commence April 1, 2022, for a duration not to exceed March 31st 2024;

AND FURTHER THAT staff be directed to provide an annual update on the program to Council.

Attachment(s): N/A

Submitted By:
Jason Burgess
CAO

For more information, call:
519-426-5870 ext.1225

Prepared By:
Sarah Page
Chief, Paramedic Services

For more information, call:
519-426-5870 ext. 2411

Council in Committee Meeting – February 09, 2021

Subject: Community Paramedicine for Long Term Care
– Budget Amendment

Report Number: CAO 21-04

Division: Office of the Chief Administrative Officer

Department: Paramedic Services

Purpose: For Decision

Executive Summary: The Ministry of Long-Term Care is funding a Community Paramedicine program (CPLTC) that provides services to individuals who are waiting for placement in a long-term care home or are soon to be eligible for long-term care. The initiative is part of the province’s modernization plan to address systemic barriers to health care provision and the growing demand for long-term care. Community Paramedicine has shown the ability to be flexible, reliable and capable of meeting multiple demands for vulnerable patients in the community. Furthermore, it aids in the reduction of 911 calls, emergency room visits, hospital admissions and readmissions.

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Financial Services Comments:

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As outlined in this report, this program is designed to be fully funded by the MOLTC and will only commence if funding approval is received. Finance will further work with Paramedic Services staff to scale and implement the approved budget within any funding allocation received.

Interdepartmental Implications: N/A

Consultation(s):

Staff from Paramedic Services and the Community Paramedicine team were consulted in preparation of this staff report.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Focus on Service".

Explanation:

Providing improved care in our community to vulnerable individuals that are either waiting for long-term care placement or have been delayed for enrollment onto the list. It also optimizes their ability to remain safely within their own residence.

Conclusion:

Norfolk County Paramedic Services is proud to be a part of this provincial initiative that will enhance Norfolk County's current Community Paramedicine program to assist the elderly population in the community with specialized needs and concerns. As the program is 100% provincially funded, the benefits of implementing these critical supports into the community can be realized across Norfolk County.

Recommendation(s):

THAT Council receives this Staff Report "CAO 21-04 Community Paramedicine for Long Term Care" as information;

AND THAT Council authorizes the Chief, Norfolk County Paramedic Services to enter into an agreement with the Ministry of Long-Term Care to provide Community Paramedicine for Long-Term Care (CPLTC) across Norfolk County commencing April 1, 2021, contingent on 100% funding approval of submitted budget;

AND THAT Norfolk County Council authorizes staff, upon receiving Ministry approval, to process a budget amendment to the 2021 Levy Supported Operating Budget for the

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AND THAT Norfolk County Council approves the hiring of up to two (2) additional Temporary Full Time (TFT) Primary Care Paramedic staff and one (1) TFT Paramedic Services Commander to commence April 1, 2021, for a duration not to exceed March 31st 2024;

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AND FURTHER THAT staff be directed to provide an annual update on the program to Council.

Attachment(s): N/A

Submitted By:
Jason Burgess
CAO

For more information, call:
519-426-5870 ext.1225

Prepared By:
Sarah Page
Chief, Paramedic Services

For more information, call:
519-426-5870 ext. 2411



Norfolk County Council-in-Committee

RESOLUTION:

DATE: February 9, 2021

MOTION

MOVED BY: _____ Councillor Taylor _____

SECONDED BY: _____

THAT Council grant a one-time exemption to the Tourism and Economic Development Board terms of reference to allow for an a maximum of 11 members to serve on the Board until December 31, 2022;

AND THAT Cindy Vanderstar be appointed to the Tourism and Economic Development Advisory Board for a term expiring December 31, 2022.

Defeated:

Carried: