



The Corporation of the Township of Malahide
REGULAR COUNCIL MEETING AGENDA
August 3, 2023 – 7:30 p.m.

Springfield & Area Community Services Building – Council Chambers
51221 Ron McNeil Line, Springfield & via Zoom

- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1**
- (D) Presentations/Delegations/Petitions **RES 2**
 - Presentation – Stephanie Cyros, County of Elgin – Annual Emergency Management Exercise
 - Presentation – Petruisa Hontar, St. Thomas Elgin Local Immigration Partnership – Community Services offered by St. Thomas-Elgin Local Immigration Partnership
- (E) Reports of Departments
 - (i) Director of Fire & Emergency Services
 - Emergency Management Program and Emergency Response Plan By-law **RES 3**
 - (ii) Director of Public Works
 - Pilot Radar Speed Sign Program **RES 4**
 - RFT Award – South Dorchester Community Hall Walking Path Paving **RES 5**
 - (iii) Director of Corporate Services/Treasurer
 - (iv) Clerk
 - (v) Building/Planning/By-laww
 - Application for Consent to Sever of Pauline Krygsman **RES 6**
 - Presentation – Stephen Miller, By-law Enforcement Officer **RES 7**

(F) Reports of Committees/Outside Boards

(G) Correspondence **RES 8**

1.Association of Municipalities of Ontario - Watch File – July 20, 2023

2.AMO Policy Update: Property Tax Reassessment

3.Elgin County – Council Highlights – July 25, 2023

(H) Other Business

(I) By-laws **RES 9**

- By-law 23-45- J.L. Ferguson Drain - Third Reading
- By-law 23-56 - Emergency Management Program and Emergency Response Plan

(J) Closed **RES 10-11**

(i) Labour Relations or Employee Negotiations Matter relating to Development Services Department staffing (Section 239 (2)(e))

(ii) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – EECC Governance (Section 239(2)(k))

(K) Confirmatory By-law **RES 12**

(L) Adjournment **RES 13**

PLEASE NOTE that the draft resolutions provided below DO NOT represent decisions already made by the Council. They are simply intended for the convenience of the Council to expedite the transaction of Council business. Members of Council will choose whether or not to move the proposed draft motions and the Council may also choose to amend or defeat them during the course of the Council meeting.

1. THAT the minutes of the regular meeting of Council held on July 20, 2023 be adopted as printed and circulated.
2. THAT the following presentations be received for information:
 - (i) THAT the presentation from Stephanie Cyros of the County of Elgin relating to Emergency Management be received.
 - (ii) THAT the presentation from Petruisa Hontar of St. Thomas Elgin Local Immigration Partnership regarding community services offered by the organization be received.
3. THAT Report No. F-23-06 entitled "Emergency Management Program and Emergency Response Plan By-Law" be received.
4. THAT Report No. PW-23-47 entitled "Pilot Radar Speed Sign Program" be received; AND THAT Staff be directed to implement the pilot radar speed sign program as outlined in this report.
5. THAT Report No. PW-23-48 entitled "RFT Award – South Dorchester Community Hall Walking Path Paving" be received;
AND THAT Peter's Paving be awarded the contract to complete the work.
6. THAT Report No. REPORT NO.: DS-23-22 entitled "Application for Consent to Sever of Pauline Krygsman" be received;
AND THAT the Application for Consent to Sever of Pauline Krygsman (D10-E55-23), relating to the property located in LOT 43, Registered PLAN 78; Township of Malahide, County of Elgin be supported for the reasons set out in this Report;
AND THAT this Report be forwarded to the Land Division Committee for its review and consideration.
7. THAT the presentation of Stephen Miller, By-law Enforcement Officer be received.

8. THAT the following correspondence be noted and filed:

1. Association of Municipalities of Ontario - Watch File – July 20, 2023
2. AMO Policy Update: Property Tax Reassessment
3. Elgin County – Council Highlights – July 25, 2023

9. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:

- (i) By-law No. 23-45 – J.L. Ferguson Drain - Third Reading
- (ii) By-law No. 23-56 - Emergency Management Program and Emergency Response Plan

10. THAT Council move into Closed Session at _____ p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- (i) Labour Relations or Employee Negotiations Matter relating to Development Services Department staffing. (Section 239 (2)(e))
- (ii) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board –EECC Governance (Section 239(2)(k))

11. THAT Council reconvene at _____ to continue with its deliberations.

12. By-law No.23-55, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

13. THAT the Council adjourn its meeting at _____ p.m. to meet again on September 3, 2023, at 7:30 p.m.

The Corporation of the Township of Malahide**July 20, 2023 – 7:30p.m.**Virtual Meeting – <https://youtu.be/3LBKdLXfYKQ>

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. The following were present:

Council: Mayor D. Giguère, Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, Councillor R. Cerna, Councillor S. Lewis, and Councillor C. Glinski.

Staff: Interim Chief Administrative Officer A. Boylan, Clerk A. Adams, Director of Fire & Emergency Services J. Spoor, Director of Public Works J. Godby, and Manager of Water/Wasterwater S. Gustavson

Also Present: Eric Steele – Monteith Brown

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:30p.m.

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:**MINUTES:**

No. 23-314

Moved By: Rick Cerna

Seconded By: Mark Widner

THAT the minutes of the regular meeting of Council held on July 6, 2023 be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

- Public Hearing - Minor Variance Application – Owner Brad Wiltsie, relating to property at PLAN 71 LOT 32 11R236 PART 1 PART 3 in the Township of Malahide, municipally known as 51272 Clinton Street

No. 23-315

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:33p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”.

Carried

Chair Giguère advised that the purpose of this Public Hearing is to consider an application for a Minor Variance submitted by Brad Wiltsie, relating to property at PLAN 71 LOT 32 11R236 PART 1 PART 3 in the Township of Malahide, municipally known as 51272 Clinton Street.

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provide an overview of the application.

Chair Giguère advised there were no comments received that haven’t already been discussed.

Chair Giguère asked if any person in attendance wished to make any comments and there were none.

Chair Giguère asked if any Committee members wished to make any comments regarding the application and they did not.

No. 23-316

Moved By: John H. Wilson

Seconded By: Rick Cerna

THAT Report No. DS-23-20 entitled “Minor Variance Application No. D13-MV-06-23 of Brad Wiltsie” and affecting lands described as PLAN 71 LOT 32 11R236 PART 1 PART 3 in the Township of Malahide (51272 Clinton Street) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-06-23 to permit the construction of an attached garage with a rear yard setback of 6.5m;

AND THAT the approval shall be subject to the following condition(s):

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,**

- 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.
- 3) That the existing shed be relocated within the boundaries of the subject lands and is situated to comply with the requirements of the Zoning By-law to the satisfaction of the Chief Building Official.

Carried

- Public Hearing - Minor Variance Application – Owner Michael Terry, relating to property at CON 7 N PT LOT 7 RP 11R1240;PART 1, municipally known as 15539 Whitaker Road

Chair Giguère advised that the purpose of this Public Hearing is to consider an application for a Minor Variance submitted by Michael Terry, relating to property at CON 7 N PT LOT 7 RP 11R1240;PART 1, municipally known as 15539 Whitaker Road.

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provide an overview of the application.

Chair Giguère advised there were no comments received that haven't already been discussed.

Chair Giguère asked if any person in attendance wished to make any comments and the applicant presented his growing need for this structure for his current business.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Leitch confirmed that the structure is to be semi-permanent and it was confirmed that it was.

No. 23-317

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT Report No. DS-23-21 entitled “Application No. D13-MV-07-23 of Michael Terry” and affecting lands described as CON 7 N PT LOT 7 RP 11R1240;PART 1 in the Township of Malahide (15539 Whittaker Road) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Application No. D13-MV-07-23 to permit an accessory structure to be located in a front yard and permit a reduced front yard setback of 8 metres;

AND THAT the approval shall be subject to the following condition(s):

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building

- Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

Carried

No. 23-318

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:45p.m.

Carried

- Closed Session Presentation

No. 23-319

Moved By: Mark Widner

Seconded By: Scott Lewis

THAT Council move into Closed Session at 7:46p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- (i) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Proposed Infrastructure Project (Section 239(2)(k))

Carried

No. 23-320

Moved By: Sarah Leitch

Seconded By: Rick Cerna

THAT Council move out of Closed Session and reconvene at 8:33p.m. in order to continue with its deliberations.

Carried

No. 23-321

Moved By: Sarah Leitch

Seconded By: Rick Cerna

THAT Malahide Council provided direction to staff with matters relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board relating to a proposed infrastructure project.

Carried

REPORTS OF DEPARTMENTS:

Director of Fire & Emergency Services

- Emergency Services Activity Report – Quarterly Report (April-June)

No. 23-322

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Report No. F-23-04 entitled “Emergency Services Activity Report – Quarterly Report (April-June) be received.

Carried

- Follow-Up Report: Emergency Management – Ice Breaking Services

No. 23-323

Moved By: Mark Widner

Seconded By: Scott Lewis

THAT Report No. F-23-05 entitled “Follow-Up Report: Emergency Management – Ice Breaking Services” be received.

Director of Public Works

- Tender Award – Wheel Loader

No. 23-324

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. PW-23-44 entitled “Tender Award – Wheel Loader” be received;

AND THAT the bid received from Toromont Cat, of London, Ontario, in the amount of \$320,781.49 (plus applicable taxes), for the purchase of one (1) new Caterpillar 930M Wheel Loader with Auto-Greasing System be accepted;

AND THAT the Staff be authorized to add Premiere Extended Warranty coverage (6-year/4000-hour) at the time of purchase for an additional cost of \$11,270;

AND THAT the Staff be authorized to trade in the existing 2008 CASE 721E Wheel Loader to Toromont Cat, of London Ontario for a total of \$53,500.00;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Toromont Cat, of London, Ontario, for the supply of the above noted new Wheel Loader.

Carried

- Drainage Update Report

No. 23-325

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT Report No. PW-23-43 entitled “Drainage Update Report” be received.

Carried

- RFQ Award – Copenhagen Park Landscaping

No. 23-326

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT Report No. PW-23-46 entitled “RFQ Award – Copenhagen Park Landscaping” be received;

AND THAT Staff be directed to work with Beamish Landscape Services Inc. to negotiate the award of the RFQ to fit into the project’s allotted budget.

Carried

- Tender Award – J. L. Ferguson Drain

No. 23-327

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Report No. PW-23-45 entitled “Tender Award – J. L. Ferguson Drain” be received;

AND THAT the tender for the J. L. Ferguson Drain be awarded to A. G. Hayter Contracting, in the amount of \$206,843.75 (plus applicable taxes).

Carried

CAO

- Health and Safety Policy and Occupational Health and Safety Act – Annual Update

No. 23-328

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Report No. HR-23-07 entitled “Health and Safety Policy and Occupational Health and Safety Act – Annual Update” be received;

THAT the Mayor and Interim Chief Administrative Officer be authorized to sign the Health & Safety Policy on behalf of the Corporation.

Carried

- CAO Recruit Committee

No. 23-329

Moved By: Scott Lewis

Seconded By: Mark Widner

THAT Report No. CAO-23-10 entitled “CAO Recruit Committee” be received;

AND THAT Councillor Cerna be appointed to sit with the Mayor, Deputy Mayor, and Human Resources Manager to form the Recruitment Committee for the hiring of a Chief Administrative Officer.

Carried

REPORTS OF COMMITTEES/OUTSIDE BOARDS

No. 23-330

Moved By: John H. Wilson

Seconded By: Scott Lewis

THAT the following Reports of Committees/Outside Boards be noted and filed:

- (i) **Catfish Creek Conservation Authority - Programs Services Inventory Progress Report**
- (ii) **Long Point Region Conservation Authority – Minutes June 7, 2023**

Carried

CORRESPONDENCE:

No. 23-331

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT the following correspondence items be noted and filed:

1. **Association of Municipalities of Ontario - Watch File – dated July 6, 2023, and July 13, 2023.**
2. **Ministry of Natural Resources and Forestry - Technical Bulletin - Flooding Hazards: Data Survey and Mapping Specifications**
3. **Minister of Environment and Climate Change – Response to correspondence sent supporting Township of the Archipelago’s phragmites resolution**
4. **Elgin County – Council Highlights – July 11, 2023**
5. **Southwestern Public Health – Annual Report 2022**
6. **Tillsonburg District Memorial Hospital & Alexandra Hospital Ingersoll – Annual Report 2022-2023**
7. **Chatham-Kent – Time for Change Municipal Freedom of Information and Protection of Privacy Act**
8. **AGCO - Extension of Hours for Ontario Liquor Sales Licensees During FIFA Women's World Cup 2023**
9. **Fisheries and Ocean Canada (DFO) - Publication of Proposed Management Plan for Northern Sunfish on the Species at Risk Public Registry**
10. **Ministry of Natural Resources and Forestry – Proposal to Amend Three Regulated Manuals under the Crown Forest Sustainability Act**
11. **Town of Aylmer – Notice of Complete Applications and Public Meeting 245-249 John Street South**

Carried

OTHER BUSINESS:

Deputy Mayor Widner welcomed Director Godby and noted some areas of concern on Malahide roads and is looking forward to a welcome road tour.

Deputy Mayor Widner noted a concern he received from a resident regarding Ron McNeil Line and Imperial Road and the resident hadn’t realized what Malahide has been trying to do to resolve this issue and reiterated that everyone should be calling their County Councilor’s and voicing these concerns. Councillor Cerna echoed this importance and the need for the intersection to be reviewed.

- EECC Governance Committee

Councillor Cerna indicated that this isn't the first time that the Town has proceeded on their own. Deputy Mayor Widner agreed with this comment as it's supposed to be a partnership and once again it doesn't feel like one.

Mayor Giguère noted that the intention of the committee was to work together and to resolve the issue together and after one resolution from the committee we are left with the same problems. If the committee wasn't the way to help resolve the problem than we will find another way.

No. 23-332

Moved By: Rick Cerna

Seconded By: Scott Lewis

WHEREAS Malahide appointed two members of Council to the EECC Governance Committee upon request by the EECC Board of Directors and embarked on governance review process in good faith;

WHEREAS the EECC Governance Committee met only once on May 1, 2023 and only passed one resolution, agreeing to take only one first step toward a more fulsome governance review process;

WHEREAS this resolution stated that each CAO seek an independent legal review upon the behalf of their member municipalities regarding the EECC's incorporation, interpretation of the Joint Municipal Board, liability, and the funding agreement, specific to clauses around ownership and operation;

WHEREAS the resolution directed the CAOs to report back to the Committee;

WHEREAS the Town of Aylmer issued correspondence to Malahide on July 18th indicating that Aylmer Council resolved to publicly post the legal review obtained by their CAO after waving solicitor-client privilege, without having called a Governance Committee meeting and without allowing for each CAO to report back to the Governance Committee at the same time, as agreed upon;

WHEREAS Malahide considers the action taken by Aylmer Council to be irregular and inconsistent with the desired collaborative approach upon the Governance Committee's very first and only resolution;

Be it resolved that Malahide Council agrees to issue correspondence to the EECC Board of Directors indicating that the two members appointed to the EECC Governance Committee will no longer participate in the Committee meetings and recommending that all governance issues be directed to and handled by the EECC Board.

Carried

CLOSED:

No. 23-333

Moved By: Sarah Leitch

Seconded By: Scott Lewis

THAT Council move into Closed Session at 9:10p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

(i) Personal matters about an identifiable individual, including municipal or local board employees and relating to labour relations or employee negotiations (Section 239 (2)(b)(d)).

Carried

No. 23-334

Moved By: John H. Wilson

Seconded By: Mark Widner

THAT Council move out of Closed Session and reconvene at 9:39p.m. in order to continue with its deliberations.

Carried

No. 23-335

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT Malahide Council provided direction to staff with matters relating to personal matters about an identifiable individual, including municipal or local board employees and relating to labour relations or employee negotiations

Carried

CONFIRMATORY:

No. 23-336

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT By-law No.23-54, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 23-337

Moved By: Mark Widner

Seconded By: Chester Glinski

THAT the Council adjourn its meeting at 9:40p.m. to meet again on August 3, 2023, at 7:30 p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



EMERGENCY MANAGEMENT

August 3, 2023

Andrea Loughlean
Manager of Emergency Management
and Elgin Middlesex
aloughlean@elgin.ca
519-631-1460 ext. 1

Stephanie Cyros
Emergency Management
Coordinator, CEMC
Scyros@elgin.ca
519-631-1460 ext. 1

The Emergency Management and Civil Protection Act

The Emergency Management and Civil Protection Act establishes the province's legal basis and framework for managing emergencies.

It defines the authority, responsibilities and safeguards accorded to provincial ministries, municipalities, and specific individual appointments.

What could be coming from the Province

Increased enforcement from EMO staff.

Legislation and standards may be updated to expand requirements for ministries and municipalities.

Penalties may be added for non-compliance.

Expanded Emergency Management training may be required again for Control Group members and advisors.

Current Legislative Requirements



Every Municipality must have:

- Emergency Management Program
- Emergency Response Plan (ERP)
- Community Emergency Management Coordinator (CEMC)
- Hazard Identification and Risk Analysis (HIRA)
- Documented Critical Infrastructure
- Emergency Management Program Committee (EMPC)
- Municipal Emergency Control Group (MECG)
- Emergency Operations Centre with appropriate equipment
- Annual Exercise
- Training as specified by the Chief (competencies)
- Public Education on general preparedness and community risk

Municipal Emergency Control Group VS Emergency Management Program Committee

- Municipal Emergency Control Group (MECG) – Every municipality is required to have a MECG that is responsible for DIRECTING the Municipal response DURING an emergency, including the implementation of the Emergency Response Plan. Member of the MECG must be appointed by Council and participate in an annual emergency exercise. (O Reg 380/4, Para 12)
- Emergency Management Program Committee (EMPC) – Every municipality is required to have an EMPC, which is appointed by the Municipal Council. The purpose of this Committee is to provide strategic direction and ADVISE the Municipal Council on the DEVELOPMENT and IMPLEMENTATION of the municipal emergency management program. (O Reg 308/4)

Community Management Program Coordinator (CEMC)

The CEMC is responsible and accountable for coordinating the development and implementation of the municipality's emergency management program in accordance with the standards set out in the Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation (O. Reg. 380/4)

- The CEMC reports to their municipality's Emergency Management Program Committee (EMPC).
- Coordinate local EM programs with other municipalities, ministries, or other organizations (e.g., community partners such as the Canadian Red Cross)
- Ensure the municipality's annual compliance with the EMCPA and associated regulations.
- Serve as the primary contact during actual or impending emergencies, as well as for

Ontario Hazards

Natural Hazards

- Agriculture/Food
- Drinking Water
- Drought/Low Water
- Earthquake
- Erosion
- Extreme Temperature
- Flood
- Fog
- Forest/Wildfire
- Freezing Rain
- Geomagnetic Storm
- Hail
- Human Health Emergency
- Hurricane
- Land Subsidence
- Landslide
- Lightning
- Natural Space Object Crash
- Snowstorm/Blizzard
- Tornado
- Windstorm

Technological Hazards

- Building/Structural Collapse
- Critical Infrastructure Failure
- Dam Failure
- Energy Supply Emergency
- Explosion/Fire
- Hazardous Materials Incident
- Human-Made Space Object Crash
- Mine Emergency
- Nuclear Facility Emergency
- Oil/Natural Gas Emergency
- Radiological Emergency
- Transportation Emergency

Human Caused Hazard

- Civil Disorder
- Cyber Attack
- Sabotage
- Special Event
- Terrorism/CBRNE
- War/International or Provincial Emergency

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Explosion / Fire	6	Almost Certain	5	Very Severe	2	60	Extreme
Flood - Riverine	5	Likely	4	Severe	3	60	Extreme
Flood - Storm Surge	4	Probable	5	Very Severe	3	60	Extreme
Energy Emergency (Supply)	3	Unlikely	5	Very Severe	4	60	Extreme
Extreme Temperatures - Heat Wave	6	Almost Certain	2	Slight	4	48	Very High
Drought / Low Water	4	Probable	3	Moderate	4	48	Very High
Transportation Emergency - Air	2	Very Unlikely	6	Catastrophic	4	48	Very High
Forest / Wildland Fire	5	Likely	3	Moderate	3	45	Very High
Critical Infrastructure Failure	3	Unlikely	5	Very Severe	3	45	Very High
Oil / Natural Gas Emergency	3	Unlikely	5	Very Severe	3	45	Very High
Radiological Emergency	2	Very Unlikely	5	Very Severe	4	40	High
Hail	6	Almost Certain	3	Moderate	2	36	High
Lightning	6	Almost Certain	3	Moderate	2	36	High
Erosion	6	Almost Certain	2	Slight	3	36	High

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	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)
	6	Almost Certain	6	Catastrophic	4	144
Road	6	Almost Certain	6	Catastrophic	4	144
	5	Likely	6	Catastrophic	4	120
demographic	5	Likely	6	Catastrophic	4	120
	6	Almost Certain	4	Severe	4	96
	4	Probable	6	Catastrophic	4	96
entails - ent	4	Probable	6	Catastrophic	4	96
ir	4	Probable	6	Catastrophic	4	96
/ Ice	6	Almost Certain	5	Very Severe	3	90
	4	Probable	5	Very Severe	4	80
entails -	4	Probable	5	Very Severe	4	80
	6	Almost Certain	4	Severe	3	72
	6	Almost Certain	3	Moderate	4	72
	4	Probable	6	Catastrophic	3	72

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Transportation Emergency - Marine	3	Unlikely	3	Moderate	4	36	High
Earthquake	2	Very Unlikely	6	Catastrophic	3	36	High
Geomagnetic Storm	3	Unlikely	3	Moderate	3	27	Moderate
Plant Disease and Pest Infestation	3	Unlikely	3	Moderate	3	27	Moderate
Building / Structure Collapse	3	Unlikely	4	Severe	2	24	Moderate
Terrorism / CBRNE	1	Rare	6	Catastrophic	4	24	Moderate
Farm Animal Disease	3	Unlikely	2	Slight	3	18	Low
Special Event	6	Almost Certain	1	Minor	2	12	Low
Food Emergency	2	Very Unlikely	2	Slight	3	12	Low
Natural Space Object Crash	1	Rare	4	Severe	3	12	Low
Civil Disorder	1	Rare	3	Moderate	3	9	Very Low
Human-Made Space Object Crash	1	Rare	1	Minor	2	2	Very Low

2023 Emergency Exercise

Port Bruce Flooding

- Malahide has a reoccurring hazard – Flooding
- How does Malahide become better prepared for this type of hazard?
- **EXERCISE** – the emergency response plan and flood response plan will be tested in a tabletop exercise
 - Use the experience from the flood response in 2022 (and previous years) and lessons learned
 - Analyze and debrief actions taken during and throughout the current exercise
 - Review the emergency plans and update as needed
 - Continually build a more comprehensive exercise



QUESTIONS?



St. Thomas Elgin Local Immigration Partnership

TOWNSHIP OF MALAHIDE MUNICIPAL DELEGATION | JULY 6



1



What is STELIP?

- St. Thomas Elgin Local Immigration Partnership
- Funded by Immigration, Refugees, and Citizenship Canada
- Established in 2011
- Community capacity building project to better support immigrant integration
- Does not directly serve the immigrant population, works with the community

2



ST. THOMAS • ELGIN
Local Immigration Partnership
Building Welcoming, Caring, and Inclusive Communities

Our Vision

St. Thomas and Elgin County communities will be a culturally diverse, welcoming, caring, and inclusive community that will retain current residents, welcome newcomers, and provide them the opportunity to successfully integrate, contribute to, and benefit from social, cultural, and economic inclusion.

3



ST. THOMAS • ELGIN
Local Immigration Partnership
Building Welcoming, Caring, and Inclusive Communities

STELIP Council

- Central Community Health Centre
- Elgin Business Resource Centre
- Elgin County Economic Development
- Elgin County Library
- Elgin Middlesex Oxford Workforce Planning & Development Board
- Employment Services Elgin
- Fanshawe College Community Career and Employment Services
- Fanshawe College St. Thomas/Elgin Campus
- Mennonite Community Services
- Ontario Ministry of Agriculture, Food, and Rural Affairs
- Service Canada
- St. Thomas & District Chamber of Commerce
- St. Thomas Economic Development/Small Business Enterprise Centre
- St. Thomas Elgin Social Services
- St. Thomas Police Service
- St. Thomas Public Library
- St. Thomas Islamic Centre
- Thames Valley District School Board
- WILL Employ
- YWCA St. Thomas-Elgin
- YWCA St. Thomas-Elgin Settlement Services

4



ST. THOMAS • ELGIN
Local Immigration Partnership
Building Welcoming, Caring, and Inclusive Communities

Our Priority Areas

- Workforce Development and Employer Supports
- Community Readiness
- Equitable Supports
- Education
- Civic and Social Inclusion

5



ST. THOMAS • ELGIN
Local Immigration Partnership
Building Welcoming, Caring, and Inclusive Communities

Local Research

Experiences of Discrimination Study



Immigrant Survey 2023



6



ST. THOMAS • ELGIN
Local Immigration Partnership
Building Welcoming, Caring, and Inclusive Communities

Culturally Inclusive Events Guide

- Planning Events that Are Culturally Appropriate: A Guidebook
- Free guidebook
- Meant to help community members start asking questions, reflecting, and planning from a perspective that considers cultural appropriateness



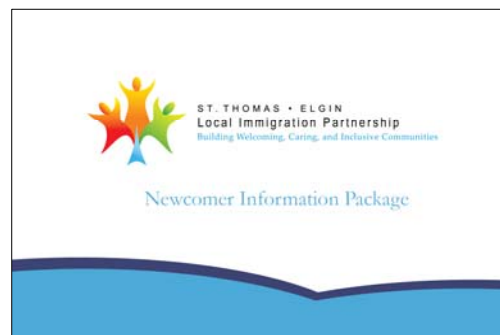
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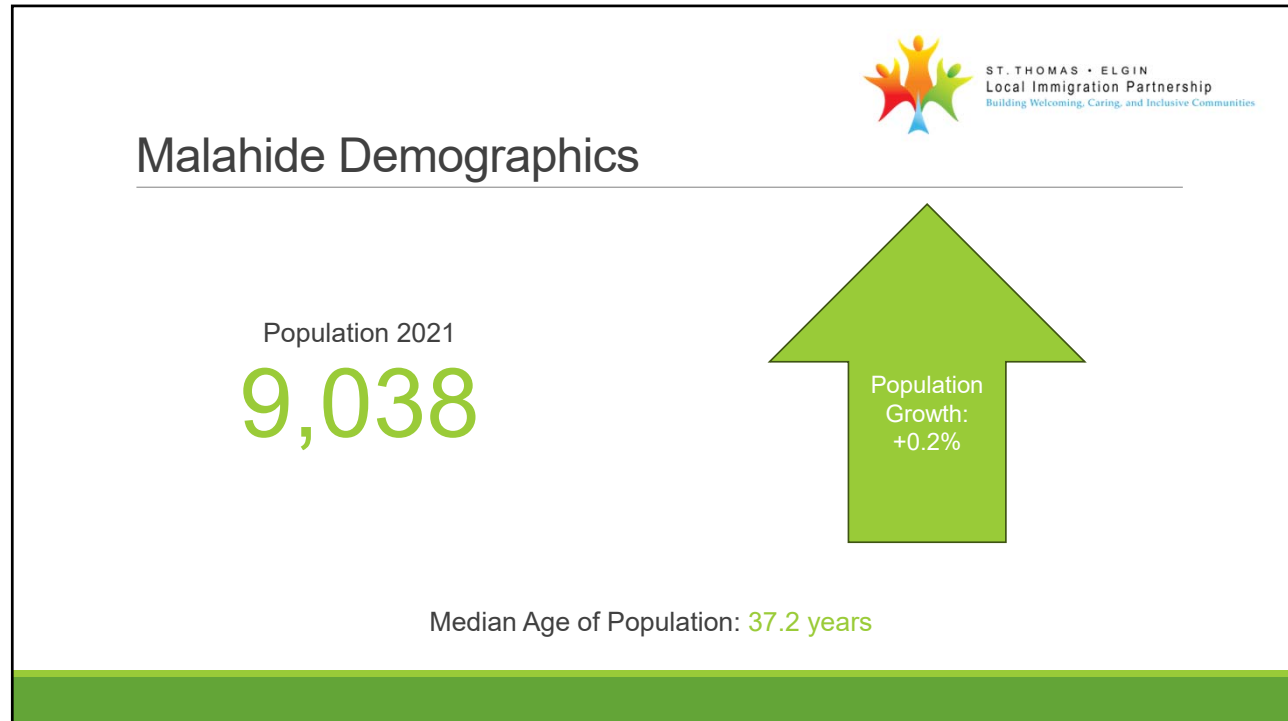
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Newcomer Information Package

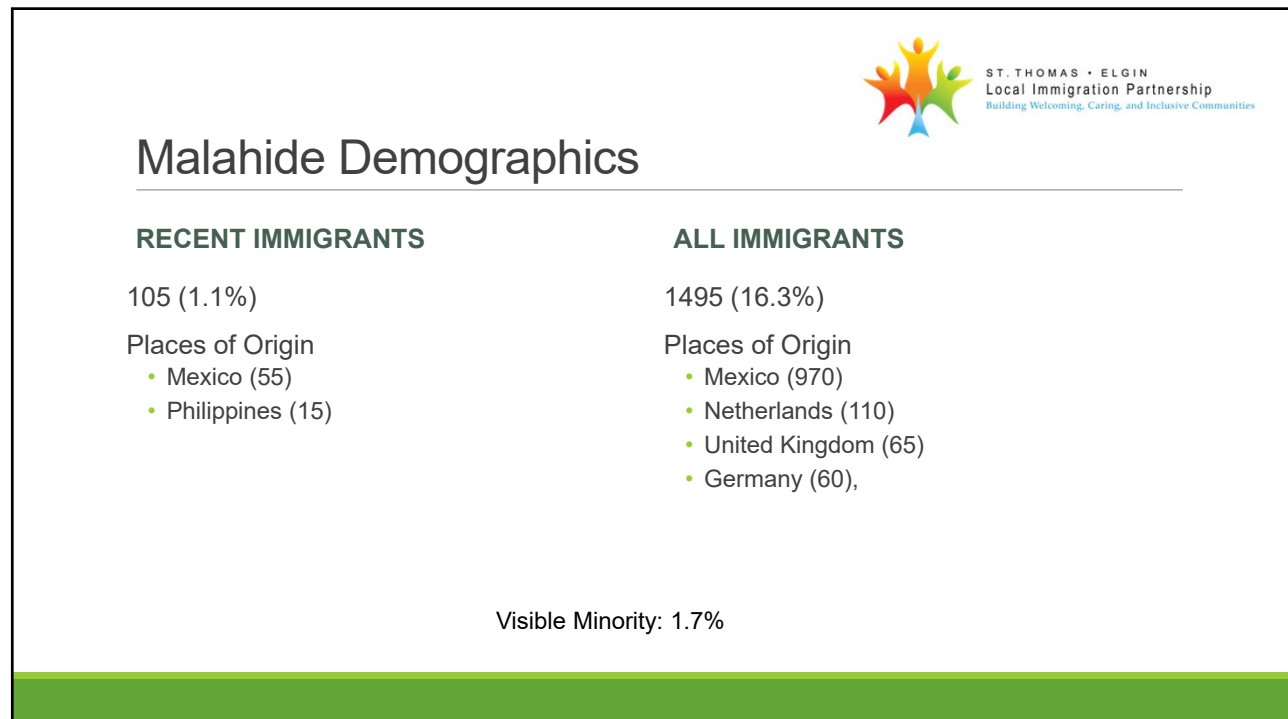
- First developed in 2012 and was recently updated in 2023
- A guidebook for newcomers that helps them understand and access services in the community
- A good tool for service providers who serve newcomer clients



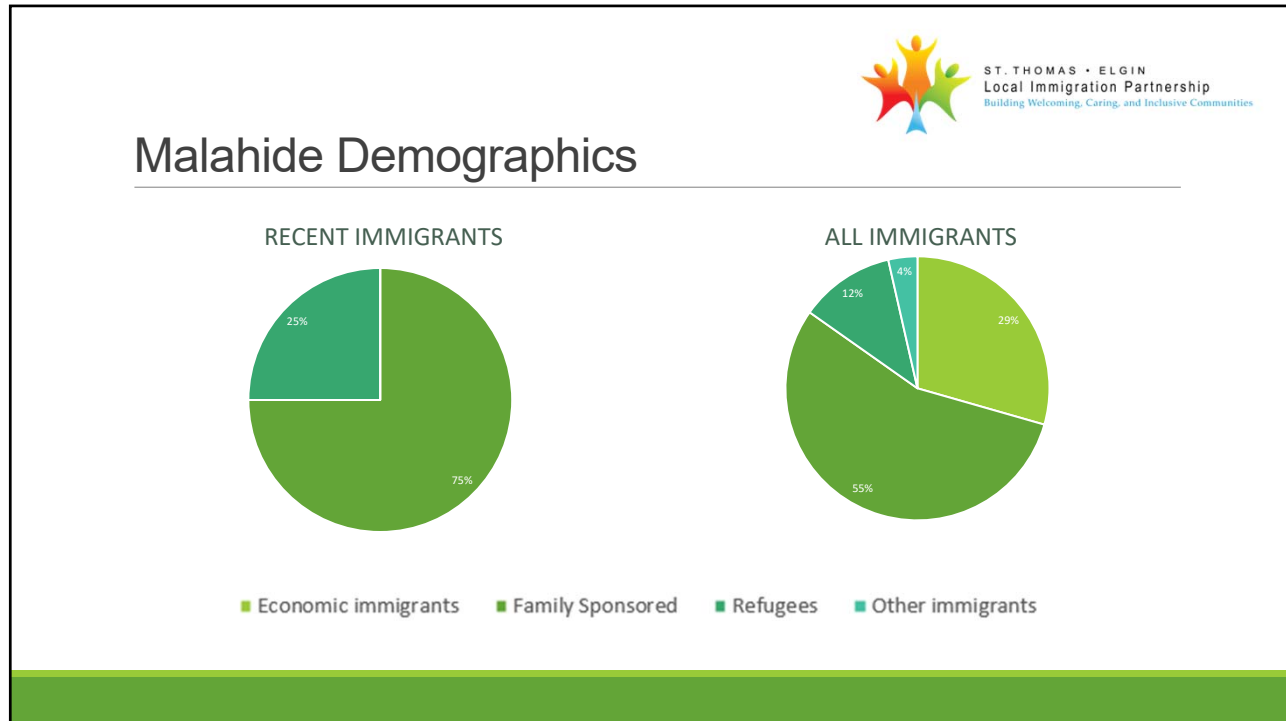
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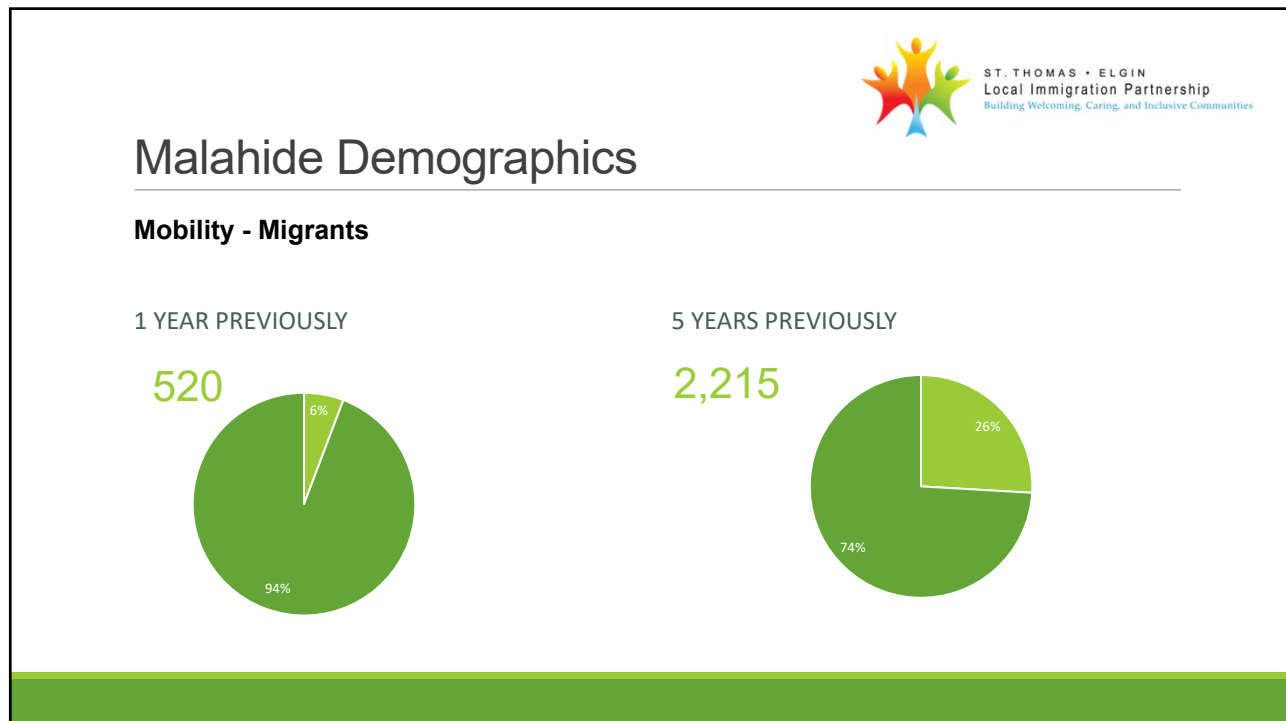
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Successful integration of immigrants is essential because:

- 2023-2025 Immigration Levels Plan means that over 465,000 new immigrants are expected to arrive in Canada each year
- Canada is depending on immigration to facilitate post-COVID recovery
- Maintaining the vitality of smaller Canadian communities depends on the attraction and retention of immigrants

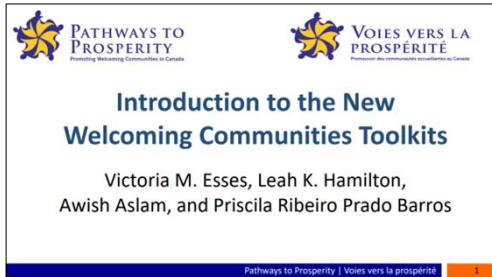
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Creating a Welcoming, Caring, and Inclusive Community

- Welcoming Communities Toolkit:
- <http://p2pcanada.ca/library/measuring-welcoming-communities-a-toolkit-for-communities-and-those-who-support-them/>
- 19 characteristics
- Phase 1: Measure and Compare
- Phase 2: Marketing



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www.stelip.ca

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 @theSTELIP

Planning Events that are Culturally Inclusive: A Guidebook

St. Thomas-Elgin Local Immigration Partnership



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Introduction

What is a culturally inclusive event?

This guide will help you plan community events that are culturally inclusive. But what does “culturally inclusive” mean, exactly? Ultimately, a culturally inclusive event is safe, respectful, and welcoming for community members of all races, ethnicities, and cultural backgrounds. Ensuring your event is culturally inclusive means approaching all elements of event planning with that goal in mind, from scheduling and venue selection, to choosing food and drink, selecting themes and decoration, booking entertainment and more.

Why is it important to make sure events are culturally inclusive?

Above all, it is important to ensure events are culturally inclusive so that everyone in our community feels safe, respected, and welcomed.

Additionally, as our communities become more diverse, and our collective knowledge of equity, diversity, inclusion, and justice concepts increases, there is more understanding of the negative impact of events that are not culturally inclusive.

What is the purpose of this guide?

This guide is meant to be a tool to help you plan culturally inclusive community events. It can't give you all the answers but will help guide you in how to consider the cultural inclusiveness of your event.

We understand the unique challenges associated with planning community events, including limited time and resources, particularly if the event is run by volunteers. Additionally, we acknowledge that “community events” is a wide category that encompasses a number of very different types of events. Some information may not be applicable to your situation or may be impossible for you to implement. For these reasons, this guide is NOT a prescriptive list, but rather a tool to help you start asking questions, reflecting, and planning from a perspective that considers cultural inclusiveness. It is a starting point for learning.

Sometimes we have assembled information into a checklist, but it is still meant to be a general guide. This guide is broken down into sections, so you can read the whole thing or skip to the most applicable sections. The first section outlines general suggestions for considering the cultural appropriateness of your event. The final section gives a checklist overview of

the entire document. The middle sections take the time to dive deeper into some aspects of event planning.

About STELIP



ST. THOMAS • ELGIN
Local Immigration Partnership
Building Welcoming, Caring, and Inclusive Communities

The St. Thomas-Elgin Local Immigration Partnership (STELIP) is a collaborative community initiative that aims to build welcoming, caring, and inclusive communities by supporting the integration of immigrants and promoting the value of diversity. STELIP is funded by Immigration, Refugees, and Citizenship Canada and has been working in the community since 2011.

Select Definitions

EDI: Equity, Diversity, and Inclusion. Generally used to refer to initiatives that seek to centre equity, diversity and inclusion in professional settings.

Equity: The principle of considering people's unique experiences and differing situations, and ensuring they have access to the resources and opportunities that are necessary for them to attain just outcomes. Equity aims to eliminate disparities and disproportions that are rooted in historical and contemporary injustices and oppression.

Diversity: The variety of identities found within an organization, group or society. Diversity is expressed through factors such as culture, ethnicity, religion, sex, gender, sexual orientation, age, language, education, ability, family status or socioeconomic status.

Inclusion: The practice of using proactive measures to create an environment where people feel welcomed, respected and valued, and to foster a sense of belonging and engagement. This practice involves changing the environment by removing barriers so that each person has equal access to opportunities and resources and can achieve their full potential.

Racialized: Refers to a person or group of people categorized according to ethnic or racial characteristics and subjected to discrimination on that basis.

Visible minorities: Persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour. Although the terms "members of visible minorities" and "visible minorities" are used in legal and statistical contexts in Canada, they are considered outdated and can be inaccurate in a general context as they do not always reflect provincial, territorial or other regional demographic compositions in Canada.

Person of Colour: A person who is especially of African, Asian or mixed racial or ethnic descent. (Plural: People of Colour)

BIPOC: Black, Indigenous and people of colour. The abbreviation "BIPOC" is used to refer to people of colour and was designed to emphasize the particular experiences of Black people and Indigenous people with discrimination as contrasted with other non-white groups of people.

(Source: [Canada Guide on Equity Diversity, and Inclusion Terminology](#))

A note on racialized, visible minority, POC, and BIPOC terminology

Generally, the most accepted term is “racialized”, although it is fairly new and potentially not as well known. “Visible minority” is generally seen as outdated.

With many of the other terms, opinions vary on the usage and usefulness of the terms. The Canada Guide on Equity, Diversity, and Inclusion Terminology explains: “Some people prefer the term “people of colour” or “BIPOC” over “non-white people,” or vice versa, for various reasons. For example, the term “people of colour” implies that “white” is not a colour, while the term “non-white people” implies that being white is the norm.” When in doubt, it is best to be as specific as possible, eg: Black, East Asian etc.

See the “notes” section under each definition in the Canada Guide on Equity, Diversity, and Inclusion Terminology.

The Planning Mindset

The most important thing you can do while planning a culturally inclusive event is to approach the planning with an open, curious, and conscientious perspective. Be interested in learning more about cultures different to your own. Be ready to change your mind and opinions. Try your hardest to be thoughtful and thorough in all your decisions. If you bring this perspective to your planning efforts, you will be well on your way to planning a culturally inclusive event.

You will also need a sense of humility. We all make mistakes, and if this is all new information, you will almost certainly make mistakes. That's okay. What's more important is that you are willing to listen, learn, and grow from your missteps and mistakes, without being defensive. We want to encourage you to be open to feedback from the community.

If there is one section you read in this document, let it be this one. Once you work on cultivating an open, curious, and conscientious perspective, you can apply it to almost any situation to help plan culturally inclusive events.

- ✓ Consider who is and isn't included in your event-planning process. Why do you think some voices are not represented? Is there anything you could do to diversify your planning team?
- ✓ If this is an event you've run before, have you received feedback about previous events? Have you considered ways to incorporate the feedback into your planning process? If you haven't received any feedback, is there a way you can collect feedback in the future?
- ✓ When planning, consider your event from multiple, different perspectives. How do you think your event will be received by people of different ages, faiths, or cultural backgrounds, for example. Would any of these groups have specific needs during the event? Does your event include anything that could be inappropriate, inaccessible, or offensive to any of these groups?
- ✓ Are you coming at planning with an open, curious, and conscientious perspective? How can you cultivate this mindset while planning your event?

Scheduling and Venue Selection

- ✓ Have you checked whether the date of your event conflicts with important cultural or religious celebrations? If so, do you think this conflict will interfere with someone's ability to attend or appreciate your event? Consider whether you should offer accommodations or change the date.
- ✓ Consider whether it would be appropriate to offer a space for participants to pray, meditate, or reflect quietly during your event.

Select Major Religious Holidays

Christian: Christmas, Easter

Hindu: Holi, Navrati, Diwali

Islamic: Ramadan and Eid al-Fitr, Eid al-Adha,

Jewish: Purim, Passover, Shavuot, Rosh Hashanah, Yom Kippur, Sukkot, Hanukkah

Scenario

A local library is offering a day-long workshop for teens. Since there are a number of regular library patrons who are Muslim and pray five times a day, the library makes sure to open a small activity room to be used as a prayer room. At the beginning of the workshop, they tell all workshop participants that the room is available for religious observances throughout the day.

Selecting Themes, Decorations and Costumes

- ✓ Have you avoided using someone's culture purely as a theme, decoration, or costume? Consider selecting a theme that is not related to a culture, like seasons and weather, colours, decades, or popular media. (Still look out for ways that offensive stereotypes might pop up in these themes!)

If your event does include a cultural element:

- ✓ Do you approach it with a sense of cultural appreciation, not appropriation?
- ✓ Does your event include people from that culture, as planners, performers, or contributors in some way?
- ✓ Do you avoid stereotypes and caricatures?
- ✓ Do you encourage respectful learning and curiosity? Have you ensured that you have accurate information about that culture?
- ✓ Do you avoid engaging with anything that is sacred to that culture, or otherwise off-limits to outsiders?

What is Cultural Appropriation?

You might have heard the term “cultural appropriation” applied in situations where people have been criticized for inappropriately engaging with a culture, but it can be confusing to know exactly what cultural appropriation is. Ultimately, cultural appropriation is when someone from an outside, usually dominant, culture takes something from another culture for their own benefit or gain, without understanding its context or engaging in good faith with its cultural origin. Cultural appreciation, on the other hand, is a process of learning, engaging, and creating a relationship with another culture, which can include exploring cultural art, clothing, beliefs etc.

For more information, check out [Cultural Appreciation and Appropriation in the ETFO's guide to Cultural Appropriation vs Appreciation](#).

Scenario

A volunteer group is planning a celebration for local high school graduates. The theme “Hawaiian Luau” is suggested. Some members are excited by this theme, but another member feels there is potential to misrepresent Hawaiian culture. After discussing, the planning group realizes what they are really excited about is the opportunity to put on a colourful, fun event. They decide on the new theme of “Flower Power”, which will still allow them to decorate

the venue in multicoloured flowers and enjoy a summer barbeque but won't encourage participants to wear poor imitations of traditional Hawaiian dress.

Communication and Promotion

- ✓ Consider making your communication and promotion materials as easy-to-read as possible. Using simple sentences, avoiding small and stylized hard-to-read fonts, and ensuring sufficient contrast between text and background helps make text more accessible to English language learners and people with disabilities.
- ✓ Consider making any presentation materials available to participants (e.g., slideshows). This can help make presentations more accessible to English language learners and people with disabilities.
- ✓ Consider if language interpretation services are needed. If you have many participants who don't speak English, there are options available to provide translation and interpretation. You can check out STELIP's Interpretation Services Guide in the Resources section for more information.

Scenario

A local advocacy group is running an information event about available community services. They are anticipating several participants who are English language learners. Some of their participants also have learning or intellectual disabilities. To make the event as accessible as possible, they offer information in written and oral formats. They also ensure all materials are written in plain English.

Food and Drink

- ✓ Have you consulted with participants about their dietary needs? (e.g., Halal, Kosher, vegetarian). Are you able to accommodate all needs?
- ✓ If you are serving alcohol, are non-alcoholic options also available? Some people avoid alcohol for a variety of reasons, including cultural and religious purposes.
- ✓ Consider offering takeaway options, particularly if your event falls on a day that some participants are fasting. While many different religions observe fasting, this is most applicable to Muslims observing Ramadan, who fast from sunrise to sunset during the month-long observance.

Scenario

A business group is running a local networking conference. The organizers note that this conference will fall during the observance of Ramadan. They decide to offer takeout containers alongside the provided lunch. That way, any participants who are fasting can enjoy the food later, especially since they have paid for the event including lunch.

Selecting Entertainment

- ✓ If your event entertainment (activities, guest speakers, etc.) is related to a specific cultural activity or practice, will the roots and history of the activity be acknowledged?
- ✓ Consider hiring guest speakers and/or entertainers who belong to the specific group they are speaking about.

Scenario

A group of community volunteers are planning a summer festival. They would like to hire a dance group to run a workshop. They are considering hiring a Bollywood dance group but there are none in the local area. They find two potential groups an hour away. One is from an Indian Cultural Centre, but they are unavailable. The other group is not officially connected to the Indian community. The planning committee wants to make sure that this group will acknowledge the history of Bollywood dancing during their workshop, so the volunteer group schedules a call with the dance group to discuss their concerns and needs. The dance group assures them that they also value being culturally respectful and will acknowledge the history and meaning of Bollywood dance styles during their workshop.

Ensuring a Respectful Environment

- ✓ Consider creating event policies that affirm your commitment to being a safe and respectful environment for everyone, including a specific anti-discrimination policy. Policies can help you plan for how you would address any issues, should they arise. Be clear about how you intend to keep your event safe and respectful for everyone.
- ✓ Have open discussions about safety, respect, and anti-discrimination with your planning team. This helps ensure you share common goals, vision, and values for your event.
- ✓ Ensure you or other event organizers feel comfortable responding to potential issues, especially in the case of a participant who is harassing or discriminating against another participant. Check out our Bystander Training in the Resources section for a starting point.

Scenario

A group of volunteers are running a youth community baseball league. To ensure the safety of all participants in the league, they decide to write an anti-discrimination policy that underlines their zero-tolerance policy for discriminatory behaviour. When an incident unfortunately arises where a parent uses racist language during a baseball game, the organizers are able to use their policy to ask the parent to leave and not return to any games. This ensures the safety of all the youth players and especially racialized youth.

Land Acknowledgements

- ✓ Consider including a land acknowledgement at the beginning of your event.

If you include a land acknowledgement:

- ✓ Make sure it is accurate and you know how to pronounce all the names. You can find the phonetic spelling or listen to audio clips to practice. See the Elgin County Land Acknowledgement in the Resources section.
- ✓ Consider tailoring the land acknowledgement specifically to the event.

What is a Land Acknowledgement?

A land acknowledgement is a statement read before an event that recognizes that the land on which the event is held as traditional territory of Indigenous People(s), many of whom continue to call the land their home today. Land acknowledgements should be as accurate and specific as possible, naming individual Indigenous groups. Often land acknowledgements also include information about the treaties that govern the land, if applicable. The purpose of land acknowledgements is to recognize the ongoing presence of Indigenous people in Canada and allow participants to reflect on their relationship to the land. Land acknowledgements are one of many parts of the Reconciliation process.

Conclusion

There are many different elements to consider when planning a culturally inclusive event. This guide serves as an overview of some of the elements and is a starting point for your planning process. Now that you've worked your way through this guide, you are well-positioned to plan culturally inclusive events. You have learned about the perspective needed to plan culturally inclusive events, as well as some of the specific considerations you should plan for. Just remember to be continually open to listening and learning—especially from relevant cultural groups. Thank you for taking the time to embed these questions and considerations into your event planning.

The following checklist is a summary of the most important points from all the previous sections and can be used as an overall guide when planning your event.

- ✓ Have you tried your best to approach planning your event with an open, curious, and conscientious perspective?
- ✓ Have you listened, learned, and implemented changes from feedback, without being defensive?
- ✓ When selecting your date, have you considered any potential conflicts with religious or cultural celebrations?
- ✓ Have you avoided using someone's culture purely as a theme, decoration, or costume?
- ✓ If your event does include a cultural element, have you approached it with a sense of cultural appreciation, not appropriation?
- ✓ Have you tried to make all communication about event as accessible as possible?
- ✓ If your event includes food or drink, have you met participants' dietary needs?
- ✓ If your event entertainment is related to a specific cultural activity or practice, will the roots and history of the activity be acknowledged?
- ✓ Have you considered creating event policies that affirm your commitment to being a safe and respectful environment for everyone, including a specific anti-discrimination policy?
- ✓ Have you considered including a land acknowledgement?

Additional Resources

[About the Area \(including Land Acknowledgement\) \(STELIP\)](#)

[Bystander and Allyship Training \(STELIP\)](#)

[AODA Accessibility Guidelines \(Accessibility for Ontarians with Disabilities Act\)](#)

[Central Elgin Land Acknowledgement \(Municipality of Central Elgin\)](#)

[EFTO Cultural Appropriation vs Appreciation Guide \(Elementary Teacher's Federation of Ontario\)](#)

[Equity, Diversity and Inclusion Terminology Glossary \(Government of Canada\)](#)

[Interpretation Services Guide \(STELIP\)](#)

[Land Acknowledgement \(City of Toronto\)](#)

[Resources for Service Providers Working with Low German Speaking Mennonites \(Opening Doors\)](#)

[Territory Acknowledgement \(Native Land\)](#)

MEASURING WELCOMING COMMUNITIES: A TOOLKIT FOR COMMUNITIES AND THOSE WHO SUPPORT THEM

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PATHWAYS TO
PROSPERITY
Promoting Welcoming Communities in Canada



VOIES VERS LA
PROSPÉRITÉ
Promouvoir des communautés accueillantes au Canada

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INTRODUCTION TO THE NEW WELCOMING COMMUNITIES TOOLKITS

More than a decade after the original Characteristics of a Welcoming Community report was released,¹ we are pleased to provide a new set of toolkits for measuring and promoting welcoming communities. Similar to the original report, these toolkits focus on (1) what characteristics constitute a welcoming community and how we can go about measuring them, and (2) how we can promote communities that are more welcoming. In response to feedback we have been receiving, these toolkits are practical in nature and provide specific guides for action. These guides will allow communities to engage in a process of self-evaluation and work to make their communities more welcoming.

Toolkits for measuring and promoting welcoming communities are particularly important at this time for several reasons. First, Canada is following an ambitious plan to admit record numbers of immigrants per year in order to support our post-COVID recovery and fill extensive labour market needs.² Thus, the integration of these newcomers must be systematically supported to achieve the intended goals of the Canadian immigration program. To do so requires tools for determining gaps in the welcome experienced by immigrants and systematic, evidence-based strategies for filling these gaps. Second, increasing emphasis has been placed on regionalization – the attraction and retention of immigrants in communities outside of the large metropolises – in order to maintain the vitality of smaller Canadian communities.³ Increasing emphasis has also been placed on the need to actively maintain and build Francophone minority communities through immigration.⁴ To do so requires that these communities actively work to establish themselves as welcoming communities for immigrants. This includes an assessment of communities' current situation using specific measurable indicators, an identification of targets for change based on this assessment, consideration of the optimal strategies for promoting this change, and subsequent research to evaluate the success of these strategies. Finally, creating welcoming communities is a social justice issue in that, as Canada works diligently to attract new immigrants to this country, it has a moral obligation to provide them with the welcome they require in order to thrive.

But why invest in the design of new toolkits, rather than depending on the 2010 report? New toolkits are required in order to respond to emerging research and awareness of what makes a community welcoming, and to the increasing emphasis on outcome measurement within our ecosystem, including at the community level (i.e., community impact). This is essential to ensure that the work we are doing to support the settlement and integration of immigrants and to promote more welcoming communities is having an impact. New toolkits are also needed in order to take advantage of the many new promising practices in settlement and integration that have been developed and evaluated over the past decade. Many of these new promising

practices have an evidence base for asserting their effectiveness, providing assurance to those who use them.

Toolkit I: Measuring Welcoming Communities, provided here, addresses the first of these needs by presenting a new evidence-based list of characteristics of a welcoming community – some similar to the original list, some based on the original list but revised, and some brand new – and a comprehensive list of indicators for each characteristic from which communities can select those that they would like to, and are able to, measure. Toolkit II: Promoting Welcoming Communities, to be completed later in 2023, will address the need for identifying and sharing promising practices that can be used to boost each of the characteristics of a welcoming community. This second toolkit will allow communities to select those features of promising practices that can be applied in their own communities in order to replicate success.

A Five Step Approach for Working Toward Welcoming Communities

In order to systematically work toward creating a welcoming community, we propose a five-step approach:

- Step 1: Assessment of the current state of the community – using Toolkit I
- Step 2: Creation of short-term and long-term goals – using Toolkit I
- Step 3: Implementation (adjustment) of policies and programs that are designed to target gaps and weaknesses and work toward these goals – using Toolkit II
- Step 4: Systematic research to evaluate the effectiveness of these policies and programs – using Toolkit I
- Step 5: Ongoing assessment of the state of the community – using Toolkit I, and feedback to Step 2

Step 1. To begin to work toward creating a welcoming community, it is necessary to know where a community currently stands in terms of its welcome, and the gaps and opportunities that may exist. Toolkit I can be used to identify priorities for the community and to assess the current state of the community in terms of those priorities. Toolkit I describes the characteristics that make up a welcoming community and provides indicators for each characteristic. Using this toolkit, communities can determine priority characteristics for their community and then use an array of the indicators provided to assess gaps and opportunities in these characteristics. Importantly, this assessment provides an essential baseline as a point of comparison against which later progress can be measured, with the indicators also pointing to specific targets for intervention.

Step 2. Next, it is necessary to create short- and long-term goals that the community can realistically pursue. Once again, it is important to focus on indicators at this stage, as provided in Toolkit I, because they provide concrete information about the types of policies and programs that are likely to be successful in reaching these goals. For example, the goal of retaining more immigrants who come to a community does not tell us how to go about doing so. In contrast, the goal of increasing the availability of housing that is of adequate quality or the goal of reducing the unemployment rate for immigrants suggest the types of policies and programs that should be implemented. The promising practices to be presented in Toolkit II will provide strategies for meeting specific goals.

Although we have suggested that it is useful to assess the current state of the community before creating goals, it is important to note that Steps 1 and 2 are likely to be interactive, influencing each other in a variety of ways. For example, although an assessment may highlight gaps and weaknesses that need to be addressed in the goals for the community, it is also the case that the goals are likely to drive the key indicators that are measured during the assessment stage. Thus, the first two steps may involve an iterative process, with the initial assessment driving the establishment of goals, and these goals then driving further, more detailed, assessments.

Step 3. Following the completion of the first two steps, it is appropriate to systematically introduce targeted programs and policies (or to adjust existing policies and programs) to fill gaps and achieve goals. As mentioned, using specific indicators to assess the strength of the welcome of a community as well as to set community goals facilitates the identification of policies and programs that specifically target these indicators. Toolkit II will provide a variety of promising practices that target the specific characteristics and their indicators, and will describe key structures and processes that make up these promising practices. These policies and programs may be introduced at the local, regional, or national level. Irrespective, on-the-ground work is essential for identifying gaps and needs, and for determining the policies and practices that will most effectively achieve desired outcomes.

Step 4. This is the step at which the process often breaks down. Without further measurement to assess the effectiveness of policies and programs, money may be spent on interventions without knowing whether they are indeed achieving desired outcomes or are responsible for outcomes that can be observed. Thus, it is essential to go beyond implementing new policies and programs that address gaps and goals to systematically evaluating their effectiveness. Such evaluation can, once again, make use of the indicators associated with particular characteristics of a welcoming community provided in Toolkit I in order to provide a metric for success. Further adjustments can then be made to improve the quality of these programs and policies and to

eliminate those that are falling far short of the mark. Repeated assessments over time are also useful for determining whether policies and programs are continuing to be effective despite changing circumstances and conditions in the community.

Step 5. While evaluation of specific programs and policies is essential, it is also the case that ongoing assessments of community characteristics using Toolkit I are a crucial component of working toward welcoming communities. By comparing such assessments to initial baseline conditions, it is possible to determine whether short- and long-term goals are being met, whether new goal setting is required, and the overall extent of progress that has been made. An iterative process may then be established in which the various stages of working toward a welcoming community are revisited.

MEASURING WELCOMING COMMUNITIES: A TOOLKIT FOR COMMUNITIES AND THOSE WHO SUPPORT THEM

This toolkit (Toolkit I) is designed to assist communities and those who support them in assessing their degree of welcome to immigrants and identifying potential gaps that will need to be filled. Importantly, it can also be used to determine whether new policies and programs implemented to promote a more welcoming community are having their intended impact. It contains a description of 19 key characteristics of a welcoming community, based on a thorough review of the current state of knowledge concerning welcoming communities. For each characteristic we also provide a comprehensive list of indicators that can be used for measuring the community's degree of welcome on that characteristic.

This toolkit also includes the following practical guides: <http://p2pcanada.ca/library/measuring-welcoming-communities-a-toolkit-for-communities-and-those-who-support-them/>

- A presentation deck to facilitate conversations within a community
- Tool 1 – A set of questions that can be used to conduct an environmental scan and identify crucial features of a community that may influence approaches to assessing and working toward a more welcoming community
- Tool 2 – A checklist to rank order the importance of the 19 characteristics for a given community and determine which are a priority for measurement
- Tool 3 – A checklist to select which indicators will be used to assess selected characteristics and what comparisons will be made using these indicators

What is a Welcoming Community?

In defining what we mean by a welcoming community, two key dimensions must be considered. First, a welcoming community has a geographic dimension – it is a town, city, or region in which immigrants feel valued and their needs are served. Within this geographic dimension, the focus may be on a specific group of immigrants, as is the case for a Francophone minority community. The second dimension of a welcoming community is a discourse dimension focusing on the responsibilities of the receiving community. The discourse dimension reinforces that communities have agency and can engage in actions that facilitate the integration of immigrants. For some communities, being a welcoming community is a crucial component of efforts to attract and retain immigrants. A welcoming community attracts and retains immigrants by identifying and removing barriers, promoting a sense of belonging, meeting diverse needs, and offering services and supports that promote the successful economic, socio-cultural, and civic-political integration of immigrants.⁵

Building on these dimensions, **we define a welcoming community as a collective effort to design and sustain a place where immigrants feel that they belong and that supports immigrants’ economic, socio-cultural, and civic-political integration. A welcoming community has structures, processes, and practices in place to meet the needs and promote the inclusion of immigrants in all aspects of life, and actively works to ensure these are effective.**

Throughout this toolkit, when we use the term immigrants, we are referring to individuals born outside of Canada from diverse racial, cultural, linguistic, and religious backgrounds, and their intersections, who may have entered Canada under different immigration streams and whose needs may vary. We must also consider the policy context of two official languages in Canada – English and French – and the specific needs of French-speaking immigrants and of Francophone minority communities. It is important to keep in mind the Canadian vision that French-speaking immigrants have an opportunity to settle and thrive in French, and to contribute to Canadian society and to the vitality of Francophone minority communities.^{6, 7, 8} This is particularly urgent as Canada often falls far short of its annual target of French-speaking immigrants constituting at least 4.4% of new permanent residents destined outside Quebec.^{9, 10} Of note, however, Canada did meet its target for French-speaking immigrants outside of Quebec in 2022.¹¹

Characteristics of a Welcoming Community

Working toward welcoming communities requires identification of the key characteristics that constitute a welcoming community. Building on our original list of 17 characteristics and the current state of knowledge concerning welcoming communities, we identified 19 characteristics of a welcoming community for the current toolkit. Some of these characteristics are similar to, or revised versions of, those in the earlier report,¹² and some are new characteristics reflecting enhanced awareness of issues that impact immigrants and the communities in which they reside.

The rank ordering of the importance of the 19 characteristics shown here was developed based on several sources. We turned to our earlier report and the updated literature on welcoming communities to develop a tentative rank order. Then we polled 259 key informants from all levels of government, the settlement sector, postsecondary institutes, Local Immigration Partnerships (LIPs), Réseaux en immigration francophone (RIF), and others working in the area of immigrant integration as to the relative importance of the 19 characteristics. These polls were offered in both English and French. Looking across these various sources, we identified the following rank order of the characteristics of a welcoming community:

Cluster A

1. Access to Affordable, Adequate, and Suitable Housing
2. Employment and Entrepreneurship Opportunities
3. Access to Suitable Health Care, Including Mental Health Care
4. Positive Attitudes Toward Immigrants of All Racial, Cultural and Religious Backgrounds
5. Access to Immigrant-Serving Agencies that Meet Immigrants' Needs

Cluster B

6. Access to Transportation
7. Educational Opportunities
8. Ongoing Commitment to Anti-Racism and Anti-Oppression
9. Access to Services and Supports for French-Speaking Immigrants by French Speakers
10. Immigrant-Responsive Municipal Features and Services

Cluster C

11. Coordination and Collaboration Among Community Organizations and Different Levels of Government Working Toward Welcoming Communities
12. Equitable Neighbourhoods
13. Opportunities to Form and Join Social and Community Networks
14. Immigrant-Responsive Police Services and Justice System
15. Access to Inclusive Public Spaces, Facilities, and Programs
16. Positive Indigenous-Immigrant Relations and Understanding
17. Access to Diverse Religious and Ethnocultural Organizations
18. Civic and Political Participation Opportunities
19. Equitable Media Coverage, Representation, and Content

Developing this final rank-ordered list of characteristics was somewhat challenging. We found a lot of consensus that the top 5 characteristics (Cluster A) are the core, most important characteristics of a welcoming community; we found some consensus that the next 5 characteristics are also important (Cluster B); and we found some consensus about the lower importance of the last 9 characteristics (Cluster C). However, within clusters, opinions about the ranking of characteristics was less consistent. Thus, the clustering of characteristics and ordering of the 3 clusters is more definitive than the ranking of the characteristics within each cluster.

It is important to emphasize that the rank ordering of characteristics provided here is a generalization that may not apply to all communities. The importance of each characteristic for

any given community will depend on several factors. These include, but are not limited to: community size and location (e.g., smaller versus larger community, proximity to other communities); regional and local economies, and labour and housing markets; community demographic composition and trends (e.g., current percentage of immigrants, community history of immigration, levels of socio-cultural diversity); and unanticipated events that may significantly impact a community (e.g., COVID-19, climate emergencies). The importance of each characteristic for a given community is also expected to change over time. Communities are constantly evolving. Thus, when using this toolkit to assess the extent to which a community is welcoming, each community should use the checklist (Tool 2) to determine their own rank order of the characteristics' importance.

Below we describe each of the 19 characteristics individually. However, interested parties should keep in mind that the characteristics are likely to be mutually reinforcing and may interact in building upon or reducing the impact of one another. For example, educational opportunities and employment/entrepreneurship opportunities may together have a larger impact than the additive effects of each alone, demonstrating an interactive effect. In terms of mutually reinforcing effects, opportunities to form and join social and community networks may facilitate employment/entrepreneurship opportunities. At the same time, employment/entrepreneurship opportunities may facilitate access to social and community networks.

Finally, it is critical for communities to take into consideration the intersecting needs of multi-barriered immigrants such as racialized women, youth, seniors, refugees, persons with disabilities, members of the 2SLGBTQI+ community, and those who have experienced trauma.

Indicators to Assess the Characteristics

The indicators provided here are quantitative and qualitative measures that can be used to assess the level of each characteristic in a community. Baseline indicators will provide information to communities on where they currently stand in terms of the characteristics of a welcoming community and where efforts to improve particular characteristics are most needed. When new policies and programs are then implemented to promote a more welcoming community, the indicators can be used to measure whether the policies and programs are having their desired impact on particular characteristics, and in this case would be termed outcome indicators.

For each characteristic, we have provided a comprehensive list of indicators that can be used to assess the degree to which a given community fits the criteria of a welcoming community.

Similar to rank ordering the characteristics, each community should select from the lists provided those indicators that are most useful and feasible for them to assess at a given point in time (see Tool 3 for a checklist). It is essential, however, to examine multiple indicators for each characteristic as no single indicator can capture the full breadth of each characteristic. An assessment of multiple indicators will provide a much fuller and more accurate depiction of the state of the characteristic. For example, knowing that unemployment rates and underemployment rates within a community are low paints a much different (and rosier) picture than knowing that unemployment rates are low without any information on underemployment. Some indicators can be measured objectively (e.g., housing affordability) while others are more subjective and based on people's perceptions and experiences (e.g., level of satisfaction with current housing situation). Both types of indicators are important to assess as together they provide insight into the state of the community and the impact on immigrants.

Moreover, efforts should be made to understand what accounts for the current indicator level within a particular context. For instance, positive attitudes toward immigrants may exist in a community because previous cohorts of immigrants were economic migrants. These positive attitudes may change if future cohorts comprise people immigrating under non-economic categories.

When using the indicators, meaningful comparisons are necessary (see Tool 3). Many of the indicators will need to be measured for immigrants in comparison to non-immigrants. Comparisons between current and previous cohorts of immigrants can also be useful. Moreover, comparisons can be made among different groups of immigrants (e.g., by age, gender, racialization, linguistic background, admission category), including multi-barriered immigrants. Importantly, comparisons can also be made before and after new initiatives are implemented to determine their effectiveness. And of course, comparisons can be made among communities. The selection of specific comparisons will depend on the key issues being considered and the purpose of the comparisons. For example, if a particular community wishes to determine whether it is making progress toward building a welcoming community, a time series analysis within the community would seem most useful, while potentially taking into account the regional, national, and global context (e.g., economic recession).

Communities and those who support them are encouraged to keep these considerations in mind and to use this toolkit in a way that serves their needs and goals.

Characteristics of a Welcoming Community and Their Indicators

Cluster A

Access to Affordable, Adequate, and Suitable Housing

Searching for and securing a place to live is a crucial first step immigrants must take when arriving in a new community.^{13, 14, 15} With the passing of the *National Housing Strategy Act* in 2019, Canada officially recognized housing as a human right and committed to achieving equitable housing outcomes.¹⁶ Affordable, adequate, and suitable housing is not only a basic need; for immigrants, it is one of the most consequential routes to social and economic inclusion in the receiving community.^{17, 18, 19}

Research shows that housing is a conduit to schools, jobs, and key services and amenities that support the settlement process.²⁰ Institutional and systemic barriers to accessing suitable housing have a varied impact among and within different immigrant groups and regional contexts, particularly with the changing geographies of immigrant settlement patterns.^{21, 22, 23, 24, 25, 26} Meeting immigrants' housing needs in small and rural communities can bolster regionalization policies intended to attract and retain immigrants to help address skill shortages and revitalize the population.^{27, 28} While (sub)urban areas must continue to develop sustainable solutions to immigrants' housing needs, broader regional distribution can ease the pressure on the absorptive capacity of large urban centres, where immigrants traditionally prefer to settle, but where they are more likely to experience overcrowding²⁹ and live in core housing need (dwellings considered unsuitable, inadequate, or unaffordable).^{30, 31}

Key Indicators

- Housing affordability: percent of before tax household income (from all sources) spent on housing (aiming for less than 30%)
- Availability of subsidized, non-profit, and co-op housing
- Availability of housing that is of adequate quality (e.g., not in need of major repairs or renovations; no infestations)
- Evidence of overcrowded housing (based on age, sex/gender, and number of household members)
- Rate of core housing need (living in an unsuitable, inadequate, or unaffordable dwelling and unable to afford alternative housing in the community)
- Rate of supply and vacancy of suitable housing (e.g., availability of rentals/homes for purchase that are accessible by transit and adequate in size)

- Evidence of housing stability
- Rate of homeownership
- Rate of unsheltered homelessness/unhoused
- Rate of “hidden homelessness” (e.g., involuntary “doubling-up,” couch surfing, sharing accommodations)
- Evidence of discrimination in acquiring and living in housing (from property managers, landlords, and/or real estate agents)
- Availability of reliable information in both official languages and other top languages of new arrivals about housing markets in Canada and tenants’ rights and responsibilities
- Level of knowledge about the housing market and how to obtain housing in Canada
- Level of knowledge of rights and responsibilities as tenants and homeowners
- Level of satisfaction with:
 - information for immigrants about housing markets in Canada and tenants’ rights and responsibilities
 - one’s current housing situation

Employment and Entrepreneurship Opportunities

Evidence suggests that employment and entrepreneurship opportunities are important characteristics of a welcoming community.^{32, 33, 34, 35} Indeed, the presence of such opportunities is a key factor in attracting and retaining immigrants to particular destinations.^{36, 37, 38} Employment (including self-employment and entrepreneurship) is important for several reasons. First, it is the primary source of income through which most individuals and families meet their basic needs for housing and food.^{39, 40} Second, employment facilitates social connections, language skills, and other dimensions of integration.^{41, 42, 43} Third, many immigrants to Canada (especially those who immigrated under the Economic Immigrant category) arrive with the expectation that they will be able to obtain employment commensurate with their education, competencies, and prior work experience.^{44, 45} When these expectations are not met, incentives to remain in particular communities – and in Canada – are reduced.^{46, 47} The shrinking domestic labour pool and significant need for workers across the country increases the urgency to integrate immigrants into the Canadian labour market in a timely fashion.⁴⁸

Key Indicators

- Rate of employment of working age immigrants
- Rate and duration of unemployment of working age immigrants
- Rate of underemployment: percent overqualified for the work they do, rate of employment in lower skilled jobs
- Evidence of wages commensurate with education and experience
- Rate of promotion within organizations commensurate with qualifications
- Rate of employee turnover
- Rate of participation in professional organizations
- Evidence of discrimination and exploitation perpetrated by employers (in hiring and at work)
- Evidence of discrimination and exploitation perpetrated by other people at work (e.g., coworkers, customers)
- Evidence of inclusive and accommodating workplace policies and practices
- Evidence that workplaces are equitable and inclusive, including of French-speaking immigrants
- Level of job satisfaction
- Rate of self-employment
- Rate of success among entrepreneurs in both the short and long term

- Availability of reliable information in both official languages and other top languages of new arrivals about workers' rights in Canada
- Availability of reliable information in both official languages and other top languages of new arrivals about supports and services available for immigrant employment and entrepreneurship
- Level of knowledge of workers' rights in Canada
- Level of knowledge of supports and services available for immigrant employment and entrepreneurship
- Level of satisfaction with:
 - the availability and quality of local French- and English-speaking labour market opportunities
 - the extent to which workplaces are equitable and inclusive
 - the availability and quality of entrepreneurship opportunities in the community
 - information for immigrants about workers' rights in Canada
 - information for immigrants about supports and services for immigrant employment and entrepreneurship

Access to Suitable Health Care, Including Mental Health Care

Canada ranks above most other countries in the world when measuring population-level indicators of health, but inequities in health status and access to suitable services and care providers across social groups, including immigrants, are widely recognized.^{49, 50, 51, 52} For instance, recent immigrants are considerably less likely to have regular access to a primary health-care provider when compared to more established immigrants.⁵³ Importantly, although immigrants generally show an initial health advantage over the Canadian population on arrival in Canada (the “healthy immigrant effect”), research suggests that immigrants’ physical and mental health deteriorate with longer residence in Canada.^{54, 55, 56} This is due, in part, to the difficulties and stressors they encounter as they adapt to their new environment. Thus, access to suitable health care services and providers is vital to maintaining immigrants’ physical and mental well-being and fostering a welcoming community.^{57, 58}

Although Canada is lauded for its universal health care system, equitable access to services and care providers for immigrants is impeded by systemic barriers, including language barriers, long wait times to access services, transportation challenges, high costs of services and medications, and stigma for seeking services (particularly for mental health).^{59, 60, 61, 62, 63, 64} These (and other) systemic barriers make certain groups of immigrants (e.g., refugees, racialized women, 2SLGBTQI+, youth, seniors, immigrants with disabilities) more vulnerable to receiving inadequate and/or untimely care, putting them at greater risk for unmet health care needs, though targeted programming can help mitigate these challenges.^{65, 66, 67} Without culturally responsive and respectful services and care providers, Canada’s health care system is ill-equipped to meet immigrants’ needs, and this will only become a more pressing matter as the ethnocultural and religious diversity of Canada’s immigrant population continues to grow.⁶⁸ Ultimately, improving access to quality care that is responsive to the diverse health needs of immigrants is necessary to reduce inequities and create a welcoming community.

Key Indicators

- Self-perceived physical health
- Rate of self-perceived unmet physical health care needs
- Evidence of physical health outcomes (e.g., mortality rate, disease incidence, conditions that require hospitalization)
- Self-perceived mental health
- Rate of self-perceived unmet mental health care needs
- Evidence of mental health outcomes (e.g., depression, anxiety)
- Rate of addictions

- Availability and accessibility of suitable health care services and providers, including mental health services and providers (e.g., access to a regular health care provider/family doctor, wait times between making appointments and at facilities, availability/wait for specialists)
- Availability of (mental) health care services in both official languages and other top languages of new arrivals, and interpretation and translation services
- Availability of reliable information in both official languages and other top languages of new arrivals about how to access (mental) health care services in the community
- Level of knowledge about (mental) health care services in the community and how to access them
- Availability and accessibility of specialized services to meet the (mental) health care needs of multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information in both official languages and other top languages of new arrivals about how to access specialized (mental) health care services for multi-barriered groups in the community
- Evidence of effectiveness of specialized services in meeting the (mental) health care needs of multi-barriered groups
- Health care providers' level of awareness and understanding of mental health symptoms among immigrants
- Rate of coverage for prescription drugs, paramedical specialists (e.g., physiotherapy, counselling), medical devices, and dental and vision care
- Level of satisfaction with:
 - the approachability of the health care system and health care providers, including mental health services and providers
 - the quality of health care services provided, including mental health services
 - the administrative delivery of (mental) health care services
 - interpersonal quality of care (e.g., courtesy and respect, language/communication barriers, ability to engage in treatment decisions, experiences of interpersonal discrimination, trust in health care provider, adequate time spent with patient, culturally responsive, trauma informed)
 - the delivery and quality of specialized services in meeting the (mental) health care needs of multi-barriered groups
 - information for immigrants about how to access (mental) health care services in the community, including specialized services for multi-barriered groups

Positive Attitudes Toward Immigrants of All Racial, Cultural, and Religious Backgrounds

Positive attitudes can be seen in feelings, opinions, and behavioural intentions toward immigrants of all racial, cultural, and religious backgrounds, and their intersections. This includes French-speaking immigrants, who are important contributors to Francophone minority communities and to the larger society in Canada.^{69, 70} Positive attitudes are important because they can determine the public's behaviour toward immigrants, and affect their reactions to immigration policies and practices.^{71, 72, 73, 74, 75} It is also easy to see how positive attitudes are likely to affect other characteristics and indicators of a welcoming community, such as employment and entrepreneurship opportunities; access to affordable, adequate, and suitable housing; and an ongoing commitment to anti-racism and anti-oppression. Besides these effects, it is important to note that experiences of prejudice and discrimination have a strong negative impact on immigrants' mental and physical health.^{76, 77, 78, 79, 80} Thus, while positive attitudes represent an important characteristic of a welcoming community in themselves, their presence can also act as a facilitator of other characteristics of welcoming communities.

Key Indicators – note that French-speaking immigrants are an important consideration in assessing each of the indicators for this characteristic

- Evidence of positive attitudes toward immigration and toward racial, cultural, and religious diversity in the community
- Evidence of positive attitudes toward immigrants of all racial, cultural, and religious backgrounds, and their intersections, in the community
- Rate of hate crimes targeting immigrants across all racial, cultural, and religious backgrounds in the community
- Rate of discrimination toward immigrants across all racial, cultural, and religious backgrounds in the community
- Evidence of social cohesion among immigrants and non-immigrants of all racial, cultural, and religious backgrounds
- Evidence of sense of inclusion within the community among immigrants of all racial, cultural, and religious backgrounds
- Evidence of mainstream organizations and institutions making reasonable efforts to be inclusive and accommodating of immigrants from all racial, cultural, and religious backgrounds
- Evidence of support by community leaders across a variety of sectors (e.g., business, civic, social) for the concerns and interests of immigrants from all racial, cultural, and religious backgrounds

- Level of satisfaction with:
 - the degree of respect and value community members give to immigrants from all racial, cultural, and religious backgrounds in the community
 - mainstream organizations' and institutions' efforts to be inclusive and accommodating of immigrants from all racial, cultural, and religious backgrounds
 - the support by community leaders across a variety of sectors (e.g., business, civic, social) for the concerns and interests of immigrants from all racial, cultural, and religious backgrounds

Access to Immigrant-Serving Agencies that Meet Immigrants' Needs

Immigrant-serving agencies are the primary point of contact for many immigrants upon arrival to Canada, and they are a pillar of any welcoming community. These agencies provide settlement services and supports, with the objective of orienting immigrants to daily life in their local community.⁸¹ Services and supports typically offered include information, programming, and referrals related to employment, education, language assessment and training, housing, obtaining official documents, and accessing community and mainstream social services (e.g., health care).^{82, 83, 84}

In 2017, IRCC completed a formal evaluation of its Settlement Program, which funds immigrant-serving agencies through service provider agreements.⁸⁵ The evaluation included a survey of more than 15,000 immigrants across Canada to capture high-level information about their settlement outcomes.^{86, 87} The findings showed not only a growing demand for services, but they also captured evidence of the effectiveness of immigrant-serving agencies in meeting immigrants' needs.⁸⁸ For example, a robust majority of clients (96%) who received services reported positive outcomes, such as finding employment, improving English or French language skills, and building community connections.⁸⁹ Support services, such as transportation, child care, and translation, were identified by respondents as crucial to facilitating access to agencies, and women and refugees were most likely to report that they rely on these enabling services.⁹⁰ Immigrant-serving agencies also deliver school and employment supports for children and youth, and extra-curricular and recreational programming, all of which have demonstrable benefits for their social inclusion.^{91, 92}

Key Indicators

- Availability of immigrant-serving agencies with a variety of services (e.g., needs assessment, information and orientation, language training, employment-related services) – in person and/or online – provided in both official languages and other top languages of new arrivals
- Availability of reliable information in both official languages and other top languages of new arrivals about immigrant-serving organizations in the community, the services they provide, and how to access them
- Level of knowledge of immigrant-serving agencies in the community, the services they provide, and how to access them
- Evidence of effectiveness of immigrant-serving agencies in meeting immigrants' needs
- Evidence that services are delivered in an equitable, inclusive, and culturally responsive manner, giving consideration to the needs and specificities of immigrants' diverse racial, cultural and religious backgrounds
- Evidence of intercultural competency among agency staff

- Availability of specialized services to meet the needs of multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information in both official languages and other top languages of new arrivals about specialized services to meet the needs of multi-barriered groups and how to access them
- Evidence of effectiveness of specialized services in meeting the needs of multi-barriered groups
- Availability of supports that facilitate the use of immigrant services (e.g., childcare, transportation, translation, interpretation, flexible service delivery options and timing)
- Level of satisfaction with:
 - the delivery and quality of services provided by immigrant-serving agencies
 - the delivery and quality of specialized services for multi-barriered immigrants provided by immigrant-serving agencies
 - interpersonal treatment from agency staff (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)

Cluster B

Access to Transportation

Access to public transportation is imperative to creating a welcoming community. It affects people's ability to get to school, work, take part in leisure and recreational activities, access services (e.g., health care), and meet their daily needs (e.g., shopping for food).^{93, 94, 95, 96} This is particularly true for immigrants, who are more than twice as likely as non-immigrants to commute using public transportation.⁹⁷ Of note, research finds that among immigrants, women are more likely to rely on public transportation than men.⁹⁸ The availability and accessibility of public transportation is, therefore, also conducive to immigrant women's equitable participation in society.

Underdeveloped public transportation systems are a common barrier to attracting and retaining immigrants,⁹⁹ and those who reside in suburbs, small centres, and rural areas, where public transportation may be inadequate or virtually non-existent, are more likely to be put at risk for transportation-related social exclusion.^{100, 101, 102} In these settings, private transportation (e.g., owning a vehicle) may be required, but this can be expensive, and immigrants may not qualify for loans if they do not have an established banking history in Canada.¹⁰³ Even in metropolitan areas where multi-modal public transportation infrastructure is highly developed, however, cost to access public transportation can be prohibitive, and concerns about safety and interpersonal discrimination when using public transit can deter usage.^{104, 105}

Key Indicators

- Availability of transportation options for access to regularly needed sites and services (e.g., employment, schools, settlement services, cultural and religious organizations, health services, recreational)
- Availability of accessible transit services for immigrants with disabilities
- Proportion of monthly income spent on transportation
- Evidence of sense of safety when using public transit
- Availability and accessibility of reliable information in both official languages and other top languages of new arrivals about public transit
- Level of knowledge of transportation services locally and regionally
- Level of satisfaction with:

- public transit service quality and ease of navigation, including factors such as: availability, inter- and intra-municipal coverage, frequency, hours of service, reliability, price structure, comfort, accessibility
- ease of mobility and access to regularly needed sites and services
- the availability and quality of multi-modal transit choices: public transit, car share programs, private transportation
- interpersonal treatment from transit operators and staff and from other passengers when using public transit (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)
- the delivery and quality of accessible transit services for immigrants with disabilities

Educational Opportunities

There is consensus among welcoming community proponents and government agencies that educational opportunities are a key characteristic of a welcoming community.^{106, 107, 108, 109, 110} For adult immigrants, such opportunities may include language and workplace-ready classes, educational upgrading/bridging programs, and (re)training options available through post-secondary schooling.^{111, 112, 113} Because internationally trained immigrants often face difficulty having their credentials recognized in Canada, many choose to pursue some form of Canadian education to find suitable work and improve their labour market outcomes; thus, proximity to educational institutions is important.¹¹⁴ For immigrants living in small and rural communities who have to travel long distances to access such opportunities, flexible delivery options (e.g., virtual/hybrid) and times can improve accessibility.^{115, 116} Supports for childcare, transportation, and financial aid have also been shown to improve access to educational opportunities for adult immigrants.^{117, 118, 119, 120}

Because schools play a pivotal role in their social inclusion, educational opportunities that address the needs of immigrant children and youth are also vital to a welcoming community.¹²¹ These may include the availability of schools for French speakers in the local community, comprehensive English-Language Learner and French-Language Learner programs in schools, the availability of translators and interpreters in schools to bridge communication with parents/caregivers, homework clubs, and opportunities for extra-curricular involvement.^{122, 123, 124} In schools, the rise in ethnic, racial, cultural, and religious diversity among immigrant children and youth is also garnering more attention and highlights the need for an equitable, inclusive, and culturally responsive education system that promotes the academic and social inclusion of students from all backgrounds.^{125, 126, 127, 128}

Key Indicators

Adults

- Availability of educational opportunities (e.g., language, computer, job skills, and workers' rights classes; programs for upgrading education levels; post-secondary options), offered in both official languages, that support social and economic inclusion
- Availability of reliable information in both official languages and other top languages of new arrivals about educational pathways that fit the needs of immigrants and lead to desired careers (e.g., credential recognition/equivalency certificates, educational opportunities for upgrading and (re)training, post-secondary programs)
- Availability of reliable information in both official languages and other top languages of new arrivals about educational opportunities in the community

- Level of knowledge of educational pathways and of educational opportunities in the community and how to access them
- Availability of supports that improve access to educational opportunities (e.g., childcare, transportation, loans and scholarships, flexible delivery options and timing, help accessing international credential and degree recognition)
- Availability of educational supports and programs for multi-barriered groups (e.g., racialized women, youth, seniors, refugees, immigrants with disabilities)
- Geographic proximity to educational institutions offering equivalency, upgrading, and (re)training in both official languages
- Level of knowledge of supports that facilitate enrollment in educational opportunities
- Rate of enrollment in educational programs
- Rate of attendance in educational programs
- Rate of completion of educational programs
- Evidence of effectiveness of educational programs in achieving curriculum objectives (e.g., increased level of language fluency, bridge training)
- Level of satisfaction with:
 - educational programs in achieving curriculum objectives (e.g., increased level of language fluency)
 - information about educational pathways and about educational opportunities in the community
 - the availability and quality of supports that facilitate enrollment in and improve access to educational opportunities
 - the availability and quality of supports and programs for multi-barriered groups

Children/Youth

- Rate of school attendance
- Rate of secondary school completion
- Availability of schools for French speakers in local community
- Availability of Settlement Workers in Schools
- Availability of trained translators and interpreters in schools to bridge communication
- Availability of comprehensive and well-supported English-Language Learner programs and French-Language Learner programs in schools
- Availability of educational supports and programs for immigrant children and youth with disabilities
- Availability of educational supports and programs for refugee children and youth
- Availability of breakfast/lunch programs in schools
- Availability of outerwear programs in schools

- Availability of reliable information for parents/caregivers in both official languages and other top languages of new arrivals about the local school system(s)
- Level of parental/caregiver engagement and awareness of children's educational and social opportunities and experiences
- Level of academic achievement and classroom engagement
- Evidence of effectiveness of educational supports, resources, and opportunities in schools to support student learning
- Evidence of social inclusion through participation in extra-curricular activities
- Evidence of sense of safety in school settings
- Evidence of social exclusion through discrimination, racism, bullying, conflicts, and violence in school settings
- Evidence of equitable, inclusive, and culturally responsive school leadership, curriculum, and pedagogy
- Evidence of equitable and inclusive school environments, including policies and programs that consider cultural and religious norms, practices, and dietary restrictions
- Evidence of intercultural competency among teachers and staff
- Level of satisfaction with:
 - information about the local school system(s) as provided to parents/caregivers
 - the delivery and quality of educational programs
 - the availability and quality of educational supports, resources, and opportunities in schools to support student learning (among parents/caregivers and children)
 - the availability and quality of supports and programs for immigrant children and youth with disabilities
 - the availability and quality of supports and programs for refugee children and youth
 - responses to and condemnation of incidents of discrimination, racism, bullying, conflicts, and violence in school settings
 - intercultural competence among teachers and staff

Ongoing Commitment to Anti-Racism and Anti-Oppression

The structural nature of racism and other intersecting systems of oppression pervade every aspect of immigrants' settlement and long-term outcomes in Canada, including employment, housing, education, and health.^{129, 130, 131, 132, 133, 134, 135, 136, 137} The long-standing need for communities to establish an ongoing commitment to anti-racism and anti-oppression has garnered increasing attention as public manifestations of White supremacy perpetually devastate communities of all sizes, and members of racialized groups continue to experience discrimination in their daily lives.^{138, 139, 140, 141}

Communities can take steps to mitigate the structural and individual level impact of racism and other systems of oppression by developing and committing to local anti-racism and anti-oppression strategies.^{142, 143} Because social groups and individuals experience harm in different ways, it is crucial to take an intersectional approach that considers how aspects of immigrants' identities – such as immigration class, gender, sexuality, , religion, age, and disability – intersect with racialization.^{144, 145, 146, 147} Any steps taken to identify and address underlying and systemic racism and other interlocking systems of oppression in the local context should also take a community-driven approach (i.e., the communities directly impacted are involved in all stages). Such an approach prioritizes the needs of the community before the needs of institutions, and should ensure transparency, including monitoring and publicly reporting measurable outcomes.^{148, 149} As stated in descriptions of other characteristics of a welcoming community, immigration will continue to help Canada's ethnic, racial, cultural, and religious diversity flourish, and an ongoing commitment to anti-racism and anti-oppression is fundamental to maintaining a strong and united social fabric, which is indispensable to any welcoming community.

Key Indicators

- Evidence of a community-driven approach (i.e., the communities directly impacted are involved in all stages) to identifying and addressing underlying and systemic racism and other interlocking systems of oppression in the local context
- Evidence of effectiveness of the community-driven approach to addressing racism and oppression
- Evidence of ongoing public commitment and transparency around anti-racism and anti-oppressive initiatives, including monitoring and reporting measurable outcomes
- Evidence of effectiveness of ongoing public commitment and transparency around anti-racism and anti-oppressive initiatives
- Evidence of anti-racism and anti-oppression messaging through public education and awareness campaigns

- Evidence of effectiveness of anti-racism and anti-oppression messaging through public education and awareness campaigns
- Evidence of ongoing initiatives to create awareness of and celebrate diverse racial, cultural, and religious traditions of immigrants
- Evidence of effectiveness of ongoing initiatives to create awareness of and celebrate diverse racial, cultural, and religious traditions of immigrants
- Evidence of ongoing initiatives to develop understanding and build solidarity between diverse racial, cultural, and religious communities
- Evidence of effectiveness of ongoing initiatives to develop understanding and build solidarity between diverse racial, cultural, and religious communities
- Evidence of easily accessible avenues to report racism and other intersecting forms of discrimination
- Rate of reporting of racism and other intersecting forms of discrimination across available avenues
- Evidence of responses to and condemnation of incidents of racism and other intersecting forms of discrimination by municipal and community leaders
- Evidence of effectiveness of responses to and condemnation of incidents of racism and other intersecting forms of discrimination by municipal and/or community leaders
- Availability and accessibility of ongoing anti-racism and anti-oppression policies, training, and resources across organizations and institutions that provide public services (e.g., education, health, civil service, housing, transportation, social services, recreation)
- Evidence of effectiveness of ongoing anti-racism and anti-oppression policies, training, and resources across organizations and institutions that provide public services (e.g., education, health, civil service, housing, transportation, social services, recreation)
- Availability and accessibility of anti-racism and anti-oppression policies, training, and resources for employers and employees
- Evidence of effectiveness of anti-racism and anti-oppression policies, training, and resources for employers
- Availability and accessibility of anti-racism and anti-oppression policies, training, and resources for local media
- Evidence of effectiveness of anti-racism and anti-oppression policies, training, and resources for local media
- Availability and accessibility of anti-racism and anti-oppression training and resources for members of the general public
- Evidence of effectiveness of anti-racism and anti-oppression training and resources for members of the general public
- Level of satisfaction with:

- the community-driven approach to address racism and oppression
- ongoing public commitment and transparency around anti-racism and anti-oppressive initiatives
- anti-racism and anti-oppression messaging through public education and awareness campaigns
- ongoing initiatives to create awareness of and celebrate diverse racial, cultural, and religious traditions of immigrants
- ongoing initiatives to develop understanding and build solidarity between diverse racial, cultural, and religious communities
- responses to and condemnation of incidents of racism and other intersecting forms of discrimination by municipal and community leaders
- ongoing anti-racism and anti-oppression policies, training, and resources across organizations and institutions that provide public services (e.g., education, health, civil service, housing, transportation, social services, recreation)
- anti-racism and anti-oppression policies, training, and resources for employers and employees (among employers and employees)
- anti-racism and anti-oppression policies, training, and resources for local media
- anti-racism and anti-oppression training and resources for members of the general public

Access to Services and Supports for French-Speaking Immigrants by French Speakers

The federal government recognizes that immigration is a valuable mechanism for maintaining the vitality and enhancing the development of French-speaking minority communities across Canada (outside of Quebec).¹⁵⁰ An increasing number of municipalities are also recognizing the cultural, demographic, and economic benefits of supporting Canada's French-speaking community and have declared themselves bilingual in an effort to foster a welcoming and inclusive society for French-speaking immigrants.¹⁵¹ Accordingly, Immigration, Refugees and Citizenship Canada's 2017 evaluation of the *Immigration to Official Language Minority Communities Initiative* highlights the need to implement service delivery "by and for" French speakers. This includes (a) services delivered by Francophone organizations; (b) formal consultation mechanisms and respect for Francophone community architecture; (c) taking into account the expertise of Francophone communities in the design of policies and programs; and (d) separate funding streams for Francophone services (e.g., the Welcoming Francophone Communities Initiative).^{152, 153}

Following consultations with French-speaking immigrants, community members, and over 350 interested parties (including the Fédération des communautés francophones et acadienne (FCFA) and the Assemblée de la francophonie de l'Ontario (AFO)), in 2018, IRCC launched l'initiative des communautés francophones accueillantes/the Welcoming Francophone Communities Initiative.¹⁵⁴ Consultations confirmed that one of the most pressing barriers impeding French-speaking immigrants' access to settlement supports and services is the shortage of French immigrant-serving agencies.¹⁵⁵ When French-speaking immigrants are referred to English settlement services or those that offer services in both official languages, these agencies often have little to no understanding of the unique needs and strengths of French-speaking communities and institutions.¹⁵⁶ Moreover, agencies delivering services in both official languages tend to offer an uneven distribution of provisions, favouring English-speaking immigrants.¹⁵⁷ Thus, a "par et pour" (by and for) French-speaking institutions and communities approach to designing and delivering integrated services and supports is an essential element for ensuring an inclusive and welcoming community.¹⁵⁸

Key Indicators

- Availability of French immigrant-serving agencies with a variety of services – in person and/or online (e.g., needs assessment, information and orientation, employment-related services)
- Availability of reliable information about French immigrant-serving organizations in the community, the services they provide, and how to access them

- Level of knowledge of French immigrant-serving agencies in the community, the services they provide, and how to access them
- Evidence of effectiveness of French immigrant-serving agencies in meeting French-speaking immigrants' needs
- Availability of specialized services by French agencies to meet the needs of multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information about specialized services by French agencies to meet the needs of multi-barriered groups
- Evidence of effectiveness of specialized services by French agencies in meeting the needs of multi-barriered groups
- Availability of supports that facilitate the use of French immigrant services (e.g., childcare, transportation, flexible service delivery options and timing)
- Perceptions of connections (formal and informal) between recent French-speaking immigrants, the more established French-speaking immigrant community, and the French-speaking non-immigrant community
- Level of satisfaction with:
 - the delivery and quality of services for French-speaking immigrants
 - the delivery and quality of specialized services for multi-barriered French-speaking immigrants
 - interpersonal treatment from agency staff (e.g., courtesy and respect, experiences of interpersonal discrimination)
 - connections (formal and informal) between recent French-speaking immigrants, the more established French-speaking immigrant community, and the French-speaking non-immigrant community

Immigrant-Responsive Municipal Features and Services

Evidence suggests that municipalities play an important role in attracting and retaining immigrants.^{159, 160, 161} The more prepared municipalities are to meet the needs of immigrants, especially those who face multiple barriers to navigating the Canadian landscape, the higher the likelihood of attracting and retaining them.^{162, 163, 164, 165} This is particularly challenging for small and rural centres where municipal administrations historically faced more difficulty in balancing the demands of immigrants and the receiving community.^{166, 167} In addition, reports on the evaluation of settlement services and supports have demonstrated that the needs of immigrants and immigrant groups may change as they become established in a community.^{168, 169, 170, 171} Municipalities must therefore continually assess, evaluate, and adapt their immigrant-related features and services in order to address the needs of their unique communities.^{172, 173}

Key Indicators

- Availability of features and services sensitive to the needs of immigrants – in person and online (e.g., information available in both official languages and other top languages of new arrivals, information available in different formats, services specifically for immigrants)
- Availability of reliable information in both official languages and other top languages of new arrivals on municipal services and how to access them
- Presence of structures, measures, regulations, programs, and services that consider the needs and specificities of immigrants, including French-speaking immigrants
- Level of knowledge of municipal services and how to access them
- Rate of use of municipal services
- Perceptions of the effectiveness of services (e.g., easy to access, available, meet their needs)
- Evidence of effectiveness of services in supporting immigrants' settlement and integration
- Evidence of intercultural competence among municipal employees
- Municipal staff's perception that they are able to meet immigrants' needs
- Evidence of positive messaging about immigrants and their contributions to the community
- Evidence of effectiveness of positive messaging about immigrants and their contributions to the community
- Level of satisfaction with:
 - the delivery and quality of services
 - interpersonal treatment from municipal staff (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)
 - municipal portrayals of immigrants

Cluster C

Coordination and Collaboration Among Community Organizations and Different Levels of Government Working Toward Welcoming Communities

Coordination and collaboration among community organizations and different levels of government involved in immigrant settlement and integration is an important characteristic of a welcoming community for several reasons.^{174, 175, 176, 177, 178} First, coordination and collaboration promote the integration of actors invested in immigration and immigrant issues across sectors (e.g., settlement services, government, researchers, religious and ethnocultural organizations, health, and education).^{179, 180, 181, 182} A joint approach heightens actors' awareness of the community's strengths and gaps in meeting immigrants' needs and may allow for innovative solutions to address shortcomings together, while avoiding duplication.^{183, 184, 185, 186, 187} Second, coordination and collaboration strengthen the exchange of information between interested parties and minimize competition for funding and resources as actors coordinate their efforts and leverage joint assets and resources in pursuit of common goals (e.g., joint applications for funding; integrated process of assessments and referrals).^{188, 189} Third, the participation of a range of actors in the decision-making process may trigger new and unexpected partnerships among different levels of government and community organizations.^{190, 191, 192, 193, 194} Thus, coordination and collaboration are critical because they ensure that community organizations and different levels of government work together and optimize the use of their resources and assets to ensure that immigrants receive the supports they require to successfully integrate into Canadian society.¹⁹⁵

Key Indicators

- Rate of referrals among organizations serving immigrants within a community
- Level of service duplication among organizations serving immigrants within a community
- Availability of mechanisms for consultation and exchange of information among organizations serving immigrants (organizations providing both direct and indirect services), and with mainstream organizations and all levels of government
- Perceptions of organizations serving immigrants regarding the availability and accessibility of opportunities to form and join collaborative arrangements at the local, regional, provincial/territorial, and national levels
- Rate of participation of organizations serving immigrants in consultation initiatives at the local, regional, provincial/territorial, and national levels

- Level of representation of organizations serving immigrants in consultation initiatives (e.g., availability of seats for these organizations) at the local, regional, provincial/territorial, and national levels
- Rate of participation of organizations serving immigrants in collaborative decision-making initiatives (including local, regional, provincial/territorial, and national collaborative initiatives/partnerships/projects/programs)
- Evidence of effectiveness of coordinated collaborative initiatives (e.g., sharing of financial/technological resources, sharing knowledge, more effective services)
- Perceptions of organizations serving immigrants regarding inter-/intra-sectoral competition over funding and resources
- Level of satisfaction with:
 - the rate of referrals among organizations serving immigrants
 - mechanisms for consultation and collaboration
 - participation and representation in consultations and collaborations
 - coordination and collaboration initiatives

Equitable Neighbourhoods

Neighbourhood characteristics play a fundamental role in making immigrants feel welcome in their new communities.^{196, 197} Choosing one's neighbourhood goes beyond finding affordable housing, transportation, and schools.^{198, 199} Evidence suggests that immigrants are increasingly concerned about quality of life, which includes proximity to key services and facilities, and safe neighbourhoods that are well maintained.^{200, 201, 202} Having services and facilities in or close to their neighbourhood is especially important for single mothers, who lack the time and mobility to search for services outside their neighbourhood.²⁰³

Before arriving in a community, a major concern among immigrants is finding a place to live near their workplace, schools, transportation, and health care.^{204, 205} As they acclimatize to their new environment, immigrants look for additional services and features nearby, such as playgrounds, libraries, and grocery stores.^{206, 207, 208} Providing immigrants with these amenities and services in their neighbourhoods can be challenging.^{209, 210} Nonetheless, communities need to ensure that neighbourhoods in which large numbers of immigrants settle are safe and have the features, amenities, and services to support immigrants' quality of life and integration. Indeed, equitable neighbourhoods have a powerful influence on immigrants' decision to remain in the community.

Key Indicators

- Evidence of neighbourhood safety
 - Crime rates
 - Injury rates
 - Evidence of safety infrastructure (e.g., bike lanes, lighting)
 - Level of satisfaction with:
 - sense of safety in one's neighbourhood
 - safety infrastructure in one's neighbourhood
- Evidence of environmental justice
 - Rates of biological and chemical hazards
 - Availability of and access to clean water
 - Rates of neighbourhood maintenance (e.g., snow removal, street cleaning)
 - Level of satisfaction with
 - environmental safety
 - neighbourhood maintenance
- Evidence of food security
 - Food desert rates
 - Level of satisfaction with:

- availability and access to food in or close to the neighbourhood
 - availability of culturally appropriate and nutritious food in or close to the neighbourhood
- Evidence of neighbourhood public facilities and community organizations
 - Availability of public facilities in or close to the neighbourhood (e.g., public library, recreation centre, playground)
 - Evidence of public facilities implementing inclusive and accommodating practices that consider the needs and specificities of diverse immigrants
 - Evidence of infrastructure that promotes accessibility (e.g., sidewalk ramps, parks with accessible equipment for children with disabilities)
 - Availability of community-based organizations close to the neighbourhood (e.g., family support services, childcare, places of worship)
 - Evidence of community-based organizations implementing inclusive and accommodating practices that consider the needs and specificities of diverse immigrants
 - Level of satisfaction with:
 - the availability and quality of public facilities in or close to the neighbourhood
 - the availability and quality of community-based organizations in or close to the neighbourhood
 - infrastructure that promotes accessibility

Opportunities to Form and Join Social and Community Networks

Evidence suggests a strong positive relationship between opportunities to form and join social and community networks and individuals' sense of belonging to a community.^{211, 212, 213} Though they may overlap, the difference between social and community networks pertains to the nature of the ties that hold them together. Social networks are formed through interpersonal relationships, such as kinship and friendship, whereas community networks derive from a common interest, geographical location, occupation or profession, and/or hobby.^{214, 215}

The existence of networks, along with the prospect of building them, is instrumental in immigrants' decisions to move or stay in a community. This is true for both large and small cities and towns.^{216, 217, 218, 219} Social and community networks can be informal or formal. Informal networks help immigrants learn about their new community and establish friendships through shared activities, such as Neighbour Day and community gardens.^{220, 221, 222, 223} Formal networks are instrumental in forging partnerships between immigrants and the receiving community in terms of financial support, job searches and referrals, and establishing businesses.^{224, 225} Social and community networks are thus important determinants of well-being and economic integration, influencing one's mental health, health behaviour, and the ability to access supports and services.^{226, 227} For these reasons, social and community networks are a crucial characteristic of a welcoming community.

Key Indicators

- Rate of participation in:
 - neighbourhood activities (e.g., Neighbour Day, community gardens)
 - other local events and activities
 - local online community groups
 - local events and activities pertaining to immigrants', including French-speaking immigrants', diverse racial, cultural, and religious backgrounds
- Perceptions of intercultural understanding between immigrants and members of the receiving community (from the perspective of immigrants and members of the receiving community)
- Perceptions of intercultural understanding between French-speaking immigrants and French-speaking members of the receiving community (from the perspective of immigrants and members of the receiving community)
- Perceptions of connections (informal and formal) among recent immigrants, more established immigrants, and non-immigrants (from the perspective of immigrants and non-immigrants)

- Perceptions of connections (informal and formal) among recent French-speaking immigrants, more established French-speaking immigrants, and French-speaking non-immigrants (from the perspective of immigrants and non-immigrants)
- Evidence of sense of belonging to local community
- Evidence of sense of inclusion within the local community
- Evidence of sense of social isolation
- Level of satisfaction with:
 - the availability and quality of neighbourhood activities, other local events and activities, and online community groups
 - the availability, quality, and openness of social and community networks, including immigrant networks
 - intercultural understanding in the community
 - connections between immigrants and members of the receiving community
 - connections between French-speaking immigrants and French-speaking members of the receiving community

Immigrant-Responsive Police Services and Justice System

Immigrant-responsive police services and justice system are central characteristics of a welcoming community.^{228, 229, 230} Evidence suggests that a lack of knowledge about the police and justice system in Canada, together with language and cultural barriers, are main reasons why immigrants fear police and the justice system.^{231, 232, 233} Immigrants have reported difficulty understanding police services, including how to use 911 emergency services, how to report a crime, and how to identify financial scams, identity theft, and internet crimes.^{234, 235} Thus, immigrant-responsive police services, of which immigrants have knowledge and which immigrants have support to access, promote increased and more appropriate use of police services.^{236, 237}

Lack of familiarity with the justice system in Canada is another challenge for immigrants, especially when they need to access legal services.^{238, 239} Once again, knowledge of legal services available to them and supports to access these services are likely to lead to a more immigrant-responsive justice system.²⁴⁰

In both cases, immigrant-responsive services also require that staff and professionals in these sectors are sensitive to the needs of immigrants and culturally responsive in their interactions with immigrants.^{241, 242, 243} In this way, immigrant-responsive police services and the justice system are understood, valued, and used by immigrants where needed.

Key Indicators

Police Services

- Availability of reliable information in both official languages and other top languages of new arrivals about police services in the community and how to access them
- Perceptions of the police, including:
 - trust in the police
 - level of knowledge/understanding of the role of the police in Canada
 - confidence in the police
 - comfort in contacting the police
- Rate and quality of police services across different neighbourhoods, including those with a high proportion of immigrants, and across different immigrant groups (e.g., call response times, police stop rates, excessive use of force, police homicide)
- Availability of supports that facilitate utilization of police services (e.g., interpreters, translation)
- Police officers' perceptions that they are able to effectively serve immigrant communities
- Rate of immigrant involvement in police work, including volunteer work

- Evidence of police efforts to build trust and goodwill among immigrants from diverse racial, cultural, and religious backgrounds
- Evidence that police services are delivered in an equitable, inclusive, and culturally responsive manner
- Evidence of intercultural competence among police
- Evidence of racism and discrimination by the police
- Level of satisfaction with:
 - police services
 - information about police services in the community and how to access them
 - the availability, quality, and openness of police support services
 - interpersonal treatment from police (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)

Justice System

- Availability of reliable information in both official languages and top languages of new arrivals about the justice system and how to access it
- Level of knowledge/understanding of the justice system, including rights and responsibilities in Canada, Canadian law, and the legal system
- Evidence of positive perceptions of the justice system, including trust in the legal system
- Evidence of intercultural competence among legal/judicial staff and professionals
- Evidence that legal services are delivered in an equitable, inclusive, and culturally responsive manner
- Affordability of judicial/legal services
- Rates of sentencing
- Rates of legal processes (claims, disputes, hearings)
- Rate of immigrants involved in judicial professions
- Availability of supports that facilitate use of legal and court representation (e.g., referral services, legal aid, translation, and interpretation)
- Perceptions of availability and appropriateness of legal/judicial services
- Court and legal representatives' perceptions that they are able to effectively serve immigrant communities
- Evidence of racism and discrimination within the justice system, including by legal/judicial staff and professionals
- Level of satisfaction with:
 - the accessibility and quality of legal services
 - information about legal services in the community and how to access them

- the availability, quality, and openness of legal support services
- interpersonal treatment when navigating the justice system, including by staff and professionals (e.g., courtesy and respect, patience with communication barriers if seeking assistance, experiences of interpersonal discrimination)

Access to Inclusive Public Spaces, Facilities, and Programs

Public spaces, facilities, and programs are by definition open and accessible to all community members.²⁴⁴ They include: 1) indoor and outdoor public spaces, such as government buildings, libraries, community centres, playgrounds, green spaces, town squares, hiking trails, and beaches, 2) public recreation facilities, such as municipal aquatic and recreation centres, arenas, arts centres, golf courses, leisure centres, skateparks, and tennis courts, and 3) public programs such as festivals and registered recreation, arts, and library programs for children, youth, and seniors.

The use of public spaces, facilities, and programs by immigrants is important because they provide opportunities for intercultural exchange and the formation of social connections that can ease integration into the community.^{245, 246} This may be particularly important for youth, as use of public facilities to participate in recreational activities fosters positive social and physical development, as well as identification with peer groups.^{247, 248, 249} The use of public spaces and facilities has been increasingly associated with well-being and individuals' sense of belonging. This is especially the case in small and rural communities where the availability of inclusive public spaces and facilities (e.g., recreation facilities) is an important asset for attracting and retaining immigrants.^{250, 251, 252, 253}

Key Indicators

- Availability of inclusive public spaces, facilities, and programs (e.g., culturally appropriate public spaces and facilities, diverse calendar of activities/modalities, programs and facilities for immigrants), including for multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information in both official languages and other top languages of new arrivals about public spaces, facilities, and programs (general programs and programs for multi-barriered groups)
- Level of knowledge of public spaces, facilities, and programs in the local community (general programs and programs for multi-barriered groups)
- Rate of usage of public spaces, facilities, and programs by immigrants (including immigrants from multi-barriered groups)
- Evidence of sense of inclusion in public spaces, facilities, and programs (including among immigrants from multi-barriered groups)
- Evidence of intercultural competence and understanding of immigrants' needs (including immigrants from multi-barriered groups) among administrators and staff of public spaces, facilities, and programs

- Level of satisfaction with:
 - the availability and quality of public spaces, facilities, and programs, including for multi-barriered groups
 - information about public spaces, facilities, and programs, including for multi-barriered immigrants
 - interpersonal treatment from administrators and staff of public spaces, facilities, and programs (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)
 - interpersonal treatment from other members of the public while using public spaces, facilities, and programs

Positive Indigenous-Immigrant Relations and Understanding

Until recently, immigrants received little information about Indigenous peoples upon arrival in Canada and often had little knowledge of Indigenous history, relations with settler Canadians, and immigrants' responsibilities as new settlers.²⁵⁴ Similarly, there were few opportunities for immigrants and Indigenous peoples to come together and learn about one another's histories and cultures. Misunderstandings and stereotypes are known to result from such situations.^{255, 256, 257}

This has started to change, particularly with the release of the report of the Truth and Reconciliation Commission (TRC) of Canada in 2015.²⁵⁸ The report specifically emphasizes the need to present immigrants to Canada with "a more inclusive history of the diverse Aboriginal peoples of Canada, including information about the Treaties and the history of residential schools," and to recognize the importance of Indigenous peoples' role in decision-making surrounding issues that might affect them, which we would argue includes immigration and immigrant integration.^{259, 260} In recognition of these recommendations and the potential for immigrants and Indigenous peoples to come together for increased mutual understanding and common cause, positive Indigenous-immigrant relations and understanding must be considered an important characteristic of a welcoming community.²⁶¹

Key Indicators

- Evidence of positive mutual attitudes between immigrants and Indigenous peoples in the community
- Rate of discrimination and conflict between immigrants and Indigenous peoples in the community
- Availability of reliable information for immigrants in both official languages and other top languages of new arrivals about Indigenous peoples' history, languages, knowledge, cultures, traditional practices, contributions, and rights in Canada
- Level of immigrants' knowledge of and respect for Indigenous peoples' history, knowledge, languages, cultures, traditional practices, contributions, and rights in Canada
- Evidence of safe spaces for intercultural understanding between immigrants and Indigenous peoples (e.g., workshops and meetings to discuss and work on issues of common interest)
- Evidence of Indigenous peoples' role in decision-making and activities to welcome immigrants to the community
- Level of satisfaction with:
 - information for immigrants about Indigenous people's history, languages, knowledge, cultures, traditional practices, contributions, and rights in Canada

- safe spaces for intercultural understanding between immigrants and Indigenous peoples
- Indigenous peoples' involvement with immigrants (from the perspective of Indigenous peoples and immigrants)
- immigrants' knowledge about and involvement with Indigenous peoples (from the perspective of immigrants and Indigenous peoples)

Access to Diverse Religious and Ethnocultural Organizations

Through formal and informal programming and services, religious/faith-based and ethnocultural organizations have and continue to play a vital role in creating welcoming communities.^{262, 263, 264, 265, 266} As immigrants grow Canada's ethnocultural and religious diversity, these organizations have become increasingly important in making them feel at home.^{267, 268} Religious and ethnocultural organizations provide immigrants with the opportunity to build bridges with the receiving community and increase their sense of inclusion and participation in community life.^{269, 270, 271} The availability of cultural and religious amenities (e.g., shops, restaurants, social clubs/associations, recreational activities, language schools, places of worship) have also been shown to influence immigrants' attraction to and retention in communities.^{272, 273} More than ever, the presence of religious and ethnocultural organizations should be considered when describing the characteristics of a welcoming community.

Key Indicators

- Availability and accessibility of diverse religious and ethnocultural organizations
- Availability of reliable information in both official languages and other top languages of new arrivals about religious and ethnocultural organizations in the community, the services/programming they provide, and how to access them
- Level of knowledge of religious and ethnocultural organizations in the community, the services/programming they provide, and how to access them
- Availability and accessibility of religious and ethnocultural services and amenities in the community (e.g., shops, restaurants, social clubs/associations, recreational activities, language schools, places of worship)
- Availability of information in both official languages and top languages of new arrivals about religious and ethnocultural services and amenities in the community
- Level of knowledge of religious and ethnocultural services and amenities in the community
- Level of involvement in local religious and ethnocultural communities
- Evidence of sense of attachment to local religious and ethnocultural communities
- Evidence of social connections and support between recent immigrants and co-ethnic and co-religionist immigrants with longer residence as well as co-ethnic and co-religionist non-immigrants
- Availability and accessibility of information, programs, and services to assist with immigrant settlement and welcoming offered through religious and ethnocultural organizations in both official languages and top languages of new arrivals
- Evidence of effectiveness of information, programs, and services to assist with immigrant settlement and welcoming offered through religious and ethnocultural organizations

- Availability of specialized services and supports to meet the needs of multi-barriered groups within religious and ethnocultural communities (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Evidence of effectiveness of specialized services and supports to meet the needs of multi-barriered groups within religious and ethnocultural communities
- Level of satisfaction with:
 - information, programs, and services to assist with immigrant settlement and welcoming offered through religious and ethnocultural organizations
 - specialized services and supports to meet the needs of multi-barriered groups within religious and ethnocultural communities
 - information about religious and ethnocultural organizations in the community
 - interpersonal treatment by diverse religious and ethnocultural organizations, including by non-immigrant members and those in leadership positions (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)

Civic and Political Participation Opportunities

Civic and political participation can take many forms. Participation may involve becoming a citizen, being actively involved in electoral processes, volunteering in community organizations, or taking up leadership positions in the community.^{274, 275} Evidence suggests that active civic and political participation raises the likelihood of immigrant retention, in part because participation fosters feelings of inclusion.^{276, 277} However, immigrants need support to learn about Canada's political and civic landscape.^{278, 279} This is particularly the case for those arriving from countries with different civic and political participation expectations.²⁸⁰ By providing support, communities can help immigrants navigate their rights and responsibilities in Canada, and effectively take part in the decision-making process of issues that affect them.^{281, 282} As a result, immigrants become empowered citizens with a legitimate voice in civic and democratic life.²⁸³

Key Indicators

- Availability of reliable information in both official languages and other top languages of new arrivals about civic and political participation opportunities
- Level of knowledge of civic and political participation opportunities
- Rate of citizenship acquisition
- Rate of participation in political processes (e.g., attend council meetings, attend candidate/voting information sessions, actively support candidates)
- Voter registration rates in local, provincial, and federal elections
- Level of political representation at all levels of government
- Rate of participation in community organizations, clubs, and social service organizations
- Rate of volunteering in immigrant-specific and general service agencies
- Rate of participation in political activism (e.g., protests, demonstrations, petitioning elected officials, etc.)
- Percentage of immigrants in leadership positions and on boards in community organizations
- Evidence that opportunities for civic and political participation are made available in an equitable, inclusive, and culturally responsive manner, including for French-speaking immigrants
- Level of satisfaction with:
 - services to support citizenship
 - political participation opportunities
 - civic participation opportunities
 - immigrant representativeness in community organizations
 - the openness of community organizations, clubs, and social service organizations

- opportunities for leadership positions and positions on boards of community organizations

Equitable Media Coverage, Representation, and Content

“Media” is best described as a medium where information is widely shared and communicated, such as through radio, television, newspaper, and internet sources.²⁸⁴ Media is used for the purpose of both disseminating and exchanging information. Mass media’s impact on immigrants rests on its ability to: (1) provide immigrants with critical information about settlement and the receiving community more broadly, (2) influence perceptions of immigrants and immigration among members of the receiving community, and (3) act as a tool that immigrants can use to gauge society’s perceptions of immigrants (i.e., an indicator of how welcoming a community is).^{285, 286}

Evidence suggests that equitable media is a key factor that influences immigrants’ sense of inclusion by: (1) helping to overcome language barriers through providing content in languages commonly spoken by immigrants; (2) including content produced by immigrants, increasing the representation of immigrants within media channels; (3) dedicating programming to issues of interest to immigrants; and (4) most importantly, disseminating fair and positive messaging about immigrants and their socio-cultural, civic-political, and economic contributions to the local community.^{287, 288, 289} For this reason, equitable media coverage, representation, and content is an important characteristic of a welcoming community.

Key Indicators

- Availability of local media in languages commonly spoken by immigrants (in addition to both official languages)
- Rate of local media coverage of issues related to immigration, immigrants, and racial, religious, and cultural diversity
- Rate of immigrants’ involvement in local media production
- Tone of local media coverage of issues related to immigration, immigrants, and racial, religious, and cultural diversity
- Evidence of bias, racism, and negative stereotyping in the local media (e.g., use of terms that reinforce negative sentiments about immigration and immigrants)
- Level of satisfaction with local media coverage, representation, and content relating to immigrants and immigration

Accompanying Materials

<http://p2pcanada.ca/library/measuring-welcoming-communities-a-toolkit-for-communities-and-those-who-support-them/>

Presentation

- This presentation deck can be used for interested parties/community engagement forums at the start of a measurement process
- It provides an overview of the purpose and procedure for measurement, and walks the audience through the 3 tools described below for assessing the extent to which a community is welcoming
- Prior to the presentation, the presenter(s) should read the full Toolkit so that they are able to elaborate on key points and answer questions
- The Toolkit can also be distributed to participants in advance of a forum

Tool 1: Environmental Scan

- Tool 1 is designed to help identify features of your community that may impact your approach to creating and promoting a welcoming community
- By working through the 12 questions collectively, a common base for thinking about your community will be established

Tool 2: Characteristics Ranking Exercise

- Tool 2 is designed to help decide on priority characteristics for making your community more welcoming
- Thinking about the unique features of your community identified using Tool 1, rank the 19 characteristics of a welcoming community from 1 (most important) to 19 (least important) in terms of their importance for your community
- This exercise can be done individually (with an average across participants then calculated) or collectively (if a consensus-driven approach is preferred)

Tool 3: Choosing Comparators and Indicators

- Tool 3 is designed to help select comparisons to be made and indicators to be used to measure the extent to which your community is welcoming
- Based on the purpose of the assessment and the needs of your community, check off the comparison(s) to current immigrants in your community that should be made at this time

- For each priority characteristic identified in Tool 2, check off those indicators that are most relevant and feasible for this assessment. It is recommended that multiple indicators be used for each characteristic, with a mix of objective and subjective indicators for each

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Moving Forward Report

2023

Building Welcoming, Caring, and Inclusive Communities



St. Thomas-Elgin Local Immigration Partnership

St. Thomas and Elgin County have seen a large demographic shift in the past few years, with a visible increase of diversity in our neighbourhoods, schools, and businesses. Recent census data (2021) shows that the number of immigrants and visible minorities have both increased, supporting anecdotal claims. With this increased diversity comes an increased need for St. Thomas-Elgin Local Immigration Partnership (STELIP) to promote inclusion, celebrate the assets that diversity brings to our communities, and continue to progress the actions of our strategic plan.

The partnership is funded by Immigration, Refugees and Citizenship Canada (IRCC) and began work in 2011 by establishing strong connections in the community to support building a welcoming, caring, and inclusive community. In 2020, we marked the beginning of a five-year strategic plan where STELIP Council Members and the STELIP team work towards attaining the goal laid out in our impact statement:

By 2025, 80% of newcomers to St. Thomas-Elgin will progress from settlement to integration within five years of arriving in St. Thomas and Elgin County.

Our multisectoral approach is implemented through action plans within the five priority areas of STELIP's strategic plan:

- **Workforce Development and Employer Supports**
- **Community Readiness**
- **Equitable Supports**
- **Education**
- **Civic and Social Inclusion**

Additionally, STELIP has continued to support the collection of measurements and statistics through our community partners that capture their initiatives and how immigrants are accessing services. These measurements are used to support STELIP's annual action planning as well as our community partner's planning and service delivery. Some collected measures are highlighted throughout the document.

The following is an overview of STELIP's work during the 2022-2023 fiscal year.

Our changing community

By The Numbers

New immigrants (arriving in the last 5 years) in St. Thomas and Elgin.

835

655

St. Thomas-Elgin residents who have no knowledge of an official language.

94 752

St. Thomas-Elgin population

6.5%

Population growth (2016-2021)

34%

Of immigrants arriving between 1980-2021 came through economic pathways

7%

Visible minority (racialized) population in St. Thomas.

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Building Welcoming, Caring, and Inclusive Communities

Our Vision

St. Thomas and Elgin County communities will be a culturally diverse, welcoming, caring, and inclusive community that will retain current residents, welcome newcomers, and provide them the opportunity to successfully integrate, contribute to, and benefit from social, cultural, and economic inclusion.

Our Mission

We are a collaborative community initiative that aims to build welcoming, caring, and inclusive communities by supporting the integration of immigrants and promoting the value of diversity.

Our Principles

To ensure that the work of those associated with the initiative promotes inclusivity, the following principles have been adopted:

Inclusivity – Our work will be inclusive of all immigrants in the St. Thomas-Elgin community regardless of their immigration status, citizenship, age, gender, health status, sexual orientation, and number of years in the community. We will work towards equal participation while promoting social justice.

Collaboration – Our work will emphasize developing a strong and respectful relationship with immigrant communities to ensure a welcoming, caring, and inclusive environment.

Empowerment – Our work will strive to support new immigrants' capacity to provide for themselves and their families through their own means and their own decisions.

Sustainability – Our work will be planned and evaluated to ensure continued effectiveness and long-term feasibility

Workforce Development and Employer Supports

Obtaining employment is typically a large milestone in the settlement journey of immigrants. STELIP has always included Employment and Workforce as a priority area of our work. Currently, the community, and Canada in general, are experiencing high levels of workforce shortages that have turned the attention to targeted recruitment of immigrant and internationally-trained talent. As employers are tapping into this talent, they are seeking information to better understand hiring and retaining a diverse workforce.

Accomplishments This Year

Over the year we partnered with other organizations to provide opportunities to learn and connect with experts in hiring immigrants. STELIP, along with other Southwestern Ontario LIPs, partnered with WILL Immmploy to host webinars. In September 2022, the **Welcoming and Inclusive Workplaces: How to Recruit and Retain Talent** webinar focused on information and best practices for creating welcoming and inclusive workplaces to help attract candidates, foster job satisfaction for new workers, and retain skilled employees. From across the Southwestern Ontario region, 81 participants attended the session.

In February 2023, the **Hiring International Students: What You Need to Know** webinar shared information about the recent changes to the restrictions of international student visas, hiring international students while they are studying and after they complete their degrees and certificates, as well as what companies need to know after international student employees have completed their studies. This session attracted 70 participants from the region. This partnership was an effective way to share important information with limited resources.

In partnership with the Elgin Middlesex Oxford Workforce Planning and Development Board, STELIP hosted a webinar for their *Labour Market Information Made Easy Series* on addressing the needs of Ukrainian temporary residents called **Addressing Ukrainian Needs in the Labour Market**. The webinar featured a line-up of speakers, including employers, employment agencies, and service providers to build an understanding of the unique Canada-Ukrainian Authorization for Emergency Travel

(CUAET) immigration pathway, its impacts on immigrant integration, and how employers can support non-traditional employment supports like housing, transportation, and English language acquisition.

This year the Western Ontario Warden's Caucus took the lead on the **Growing Your Workforce Conference** in collaboration with the Workforce Planning and Development Boards and Literacy Support Networks across Southwestern Ontario. This year the conference focused heavily on hiring immigrants and refugees, with both keynote speakers presenting on their experiences of hiring and supporting immigrants. When local employers understand how and why they benefit from hiring immigrants, they are more likely to do so. This can increase the number of immigrants who obtain employment that matches their skills, strengthen immigrant integration, and support our local businesses to reach their capacities.

Every year, the Elgin Middlesex Oxford (EMO) Workforce Planning and Development Board, a member of the STELIP Council, facilitates the **EmployerOne Survey** to collect information from local employers about regional workforce issues and challenges. Key takeaways from the 2021 survey, released in 2022, include the fact that nearly half (49%) of employer respondents had positions that were hard-to-fill in the last year, often due to lack of applicants or lack of applicants' experience and qualifications. Just over half of respondents indicated that retention is a problem and specifically that finding and retaining qualified workers is a challenge (34% reported that recruiting qualified workers was 'very challenging'; 65% reported that retaining qualified workers was 'somewhat' or 'very challenging'). These results underline the importance of the work we are doing to increase resources for hiring immigrant and internationally trained workers as part of a solution to local workforce shortages.

STELIP is a member of Elgin Middlesex Oxford Workforce Planning and Development Board's **Workforce Advisory Committee**. This committee supports the coordination, planning, development, and evaluation of Elgin Middlesex Oxford WPDB's planned projects. We ensure the projects are representative of the community, suggest potential partners or stakeholders to include, and advise on resources that can be leveraged.

To increase connections with local businesses, STELIP regularly attended the St. Thomas and District Chamber of Commerce **Business After 5** networking events. These events were hosted by different local businesses and were a great opportunity to increase the presence of STELIP in the community.

Upcoming Plans

A sub committee of STELIP has formed to focus on **Immigrant Workforce, Employment, and Entrepreneurship** collaboration and initiatives for the region. This group has several initiatives planned to strengthen the regional capacity to integrate immigrants into the workforce. A local resource is being developed to support employers as they increase immigrant inclusion in their workforce and develop strategies to support retention. This guide will provide tools that can be implemented locally and connect employers with service providers that can support their work.

Additionally, a localized **mentorship program** is being developed by WILL Immploy. This program will take a traditional mentorship model and adapt it to match the major economic sectors in the region. To supplement this initiative, a local event will bring together employers, service providers, and immigrants.



Education

STELIP continues to support agencies that provide educational opportunities to newcomers. Education is crucial in our community to give newcomers the support to build skills to communicate, obtain employment, make connections, and integrate into their new home. Locally, educational opportunities range from English language classes, adult literacy supports and classes, volunteer-led sessions, and international student enrollment at post-secondary institutions.

Accomplishments This Year

The YWCA St. Thomas-Elgin continued to offer **English language classes**, with 46 learners enrolled throughout the year. An additional seven learners are currently on the waitlist. These classes were supplemented by English Language Conversation Circles, which give learners a chance to practice their skills in a more informal and social environment.

This year, in response to the invasion of Ukraine and the subsequent arrival of Ukrainians to Canada, the St. Thomas Public Library hosted weekly volunteer-led **Ukrainian Conversation Circles** to support Ukrainian newcomers' language skills. Fifteen families took part in these Conversation Circles. The St. Thomas Library also offers "English to Go" kits, an English language learning resource that was borrowed fifteen times this year.

Mennonite Community Services, in partnership with YWCA St. Thomas-Elgin who provided the English Language classes, continued to offer their **Family Education and Support Program Aylmer (FESPA)** to increase social interaction and build the skills necessary for newcomer women and preschoolers to adapt and adjust to life in Canada. This program supported 60 women and continues to be an opportunity to increase access to services for the Low German Speaking Mennonite women in the region, a group that tends to have low levels of literacy and face additional barriers to accessing learning supports.

Fanshawe College operates a satellite campus in St. Thomas, which continued to see growth in its **international student enrollment** (188 international students over

the course of the 2022-2023 school year). Through connections established with the Associate Dean of the Fanshawe Regional Campus and the International Student Engagement Manager, STELIP worked to strengthen supports for international students. We provided a listing of local cultural and religious groups to international students to help connect them to the community. Additional resources will be developed to meet the needs of the international students that come to St. Thomas to study. We also had a booth with YWCA St. Thomas-Elgin Settlement Services at Fanshawe College's *Ask Us* event, providing students an opportunity to ask questions about available supports. At this booth we promoted the Experiences of Discrimination study and the Global Flavours event and connected with students in general. Lastly, the Associate Dean of the Fanshawe Regional Campus joined the STELIP Council to strengthen ties to the campus.

Plans for the Upcoming Year

As the **International Student enrollment** at the St. Thomas/Elgin Fanshawe campus continues to grow, STELIP is committed to strengthening the local supports available to this population. Many international students pursue a pathway to immigration after they complete their studies. Ensuring local international students have a positive experience, feel supported, and establish connections is an important strategy to retain this educated newcomer population.



Community Readiness

STELIP supports a range of community engagement strategies and community-based public education initiatives that improve community readiness, ensuring that our community has the knowledge and tools to successfully welcome immigrants. Positive community sentiment toward immigration and diversity is an important component of a welcoming community that fosters immigrant retention.

Accomplishments This Year

STELIP is a member of the **Community Conversations** planning committee alongside the St. Thomas Library, Elgin County Library, Rainbow Optimist Southwestern Ontario, and the Elgin-St. Thomas Coalition to End Poverty. Community Conversations is a series of free community-building events that provide opportunities for underrepresented and marginalized groups to lead conversations and for the community to build connections with each other. This year, two different Community Conversations events were held: one in partnership with the Deshkan Zibi Indigenous Women's Association, and another with the St. Thomas Islamic Centre. A combined total of 250 participants attended these events. During both events, community members were invited to learn more about the respective hosts' culture through activities, performances, and guest speakers. The committee also curated a list of learning resources to complement each event, which are available on our website.



The St. Thomas Public Library hosted a monthly **book club**, which featured seven diverse books that prompted discussions about equity, diversity, and inclusion. This program helped bring these topics to a subset of the population that is not always

exposed to diverse populations. The group discussed the books amongst themselves but also had the opportunity to have an author join the conversation. Increasing the opportunity for equity and diversity topics to be discussed and explored locally helps develop a local environment that is more welcoming and inclusive.

Another annual STELIP event is **Global Flavours: An International Taste Experience of St. Thomas & Elgin**. This event is run in partnership with the local tourism boards, Railway City Tourism and Elgin County Tourism, and celebrates the diversity of food and cultures found across the region. The community was invited to visit any of the participating restaurants throughout the month of February, and either collect a stamp on a “passport” or points on an app, making them eligible to win prizes at the end of the month. A total of 18 restaurants, representing diverse cuisines from Mexico, the Caribbean, Europe, South Asia, East Asia and more, and over 50 teams of participants took part in the event.



STELIP had a table at the Horton Market to launch our Global Flavours event. We handed out Global Flavours passports and cards with information about Global Flavours, ran a craft activity for kids, and sold copies of our cookbook. We also used the opportunity to promote recruitment for the second phase of our discrimination research by handing out flyers and other public outreach. We interacted with an estimated 70 people.

STELIP was also featured on the local Rogers television program “**Meet the Makers**”, hosted by the St. Thomas and District Chamber of Commerce. The series is hosted by the CEO of the Chamber as he tours the community and connects with people that are helping the community grow and prosper. The video highlighted our work in the community and shared some ongoing initiatives and campaigns. The episode aired on the local Rogers network and is available on YouTube. The video had over 80 views in the four months since it had been posted.

Plans for Next Year

STELIP, in partnership with Western University's Network for Economic and Social Trends, is currently in the process of conducting qualitative research to deepen the understanding of **Experiences of Discrimination** in St. Thomas and Elgin County. This research will consist of interviews with 30 different respondents to capture the specifics of an experience of discrimination that took place in a workplace, public space, or by the police in St. Thomas or Elgin County in the last three years. This research will build on the quantitative survey administered by STELIP and Western University in 2021, which found that 7 in 10 immigrant and visible minority respondents reported experiencing discrimination in St. Thomas and Elgin County.



Equitable Supports

It is imperative that community supports can serve immigrants and newcomers effectively and achieve similar outcomes to non-immigrant clients. Additional supports should be offered accordingly to immigrants to achieve equitable outcomes, for example, interpretation services or transportation. STELIP is committed to working toward equitable supports to ensure immigrants are able to thrive by working with community partners to increase awareness of available immigrant services and supports, strengthening referral networks between agencies that have immigrant clients, and developing programs and tools that meet immigrants' needs.

Accomplishments This Year

Our flagship event is our annual **Walk With Me** service provider networking event, which brings together local frontline service providers to network and learn from each other. In addition to offering professional development opportunities, the goal of this event is to increase referrals between agencies that serve immigrants by increasing frontline service providers' knowledge of community programs, resources, and services. This year was the 11th annual event and saw 80 service providers representing 31 agencies in attendance. Participant feedback showed that half of all participants indicated they would be using the learning and contacts to improve client service. A follow-up survey sent out three months later found that 70% of respondents had



connected with new contacts and 40% had made referrals based on new contacts from Walk With Me.

Canada welcomed refugees from Afghanistan, many of whom were temporarily housed in hotels in Toronto and other Resettlement Assessment Program (RAP) centres that have been designated to support Government Assisted Refugees. STELIP created, by request of IRCC, a video to showcase the St. Thomas-Elgin region, which was played on the hotel's internal television channels along with videos from other communities to assist refugees in selecting a region to settle in.

In response to the invasion of Ukraine, and the subsequent arrival of displaced Ukrainians in Canada, STELIP created an online **resource and information hub** to support Ukrainian newcomers and agencies supporting Ukrainian newcomers. The information available on the website was available for three distinct groups: residents who want to support the people arriving, Ukrainians who want to come to Canada and Ukrainians who have already settled in St. Thomas and Elgin. The information on the website was also useful for local service providers as they were learning how to support this population.

STELIP attended the Low German Conference **Diverse Paths: An Exploration of Low German-Speaking Mennonite Experiences**. This event was a great opportunity to connect with other communities and service providers supporting this population and build an understanding of the culture and history of this underrepresented group.

STELIP is a member of the steering committee of the **Low German Speaking Mennonite Community of Practice** (Low German COP), alongside other community partners including Southwestern Public Health, Mennonite Community Services, Mennonite Central Committee, and Thames Valley District School Board. The Low German COP has members from Elgin, Oxford, and Norfolk counties, representing 40 agencies across all sectors. The group met three times to share updates and promising practices, discuss challenges, develop resources, and learn from guest speakers about meeting the needs of the local Low German Speaking Mennonite community. A strategic planning session was held to help develop a project to better support service provision in the community. From this, two specific areas of focus were identified: one to increase access to interpretation services and another to increase cultural awareness of the Low German speaking Mennonite population. To address the first need, an introduction to the interpretation accreditation course was developed for service providers, particularly in healthcare, currently offering services in Low German without an accredited interpretation certificate. This session helped build an understanding of the importance of accredited interpretation and to

introduce participants to the accreditation course. The sessions were facilitated by Access Alliance and Mennonite Central Committee Ontario. To address the need for increased cultural understanding, a resource guide for service providers is under development.

Another community program that serves the needs of Low German Speaking Mennonites in Elgin County is the **Bridge program** facilitated by the Thames Valley District School Board (TVDSB), a member of the STELIP Council. The pilot program implemented at Straffordville Public School and Summers' Corners Public School offers alternative classrooms that meet the cultural needs of Low German Speaking Mennonite students, including keeping siblings together and allowing students to take leave and bring work with them while visiting relatives outside of Canada or helping their families with agricultural tasks. Forty-nine students were enrolled in the program in September 2022, and the program was further expanded during the school year due to community interest. Some of the students had never attended school before. Students who complete Grade 8 can then attend East Elgin Secondary School, which also offers alternative programming that can meet the needs of Low German Speaking Mennonite students.

The YWCA St. Thomas-Elgin also facilitates the **Settlement Worker in Schools** (SWIS) program, which provides settlement services to families attending local Catholic and Public school boards. SWIS supported 43 unique clients from 29 families, through seven schools connected to SWIS. This project continues to grow and is expanding into more schools across the community providing an additional access point for immigrants to get the supports they need to successfully integrate into the region.



We supported the STEAM Education Centre's project to create **trail signs that welcome visitors** to local paths in multiple languages. This project culminated in the development of two unique new signs that welcome visitors to Springwater Conservation Area and include a QR code link to information about the trail that can be translated into different languages. The signs were designed by Fanshawe College students, who were immigrants and newcomers themselves. An additional sign will be displayed at the Elevated Park in St. Thomas.

STELIP is a member of the **Elgin Children's Network** (ECN), a group focused on service provision to preschool aged children. This group has the vision of "children and families are happy and healthy in Elgin County". This group met quarterly to inform and promote professional learning opportunities, bridged agencies for increased collaboration, and promoted the value of literacy.

STELIP is also a member of the **Community Action Network** (CAN), a group working to improve the lives of children, youth, and families through service coordination in Elgin County. The group includes a variety of service providers that connected to collaborate on community initiatives and to learn about local service updates. The priority areas in 2022 included youth homelessness, youth engagement, and anti-human trafficking.

Plans for Next Year

A number of upcoming STELIP initiatives will support the development of equitable supports in our community. We will be launching a **Planning Events that are Culturally Inclusive Guidebook** later in 2023. This resource is designed to comfortably guide community members through the process of planning a culturally safe and inclusive event, with an emphasis on how to develop the necessary critical thinking skills, humility, and curiosity needed to consider the cultural inclusiveness of an event. The guidebook is divided into sections that cover various aspects of event planning, including scheduling, choosing food and drink, selecting themes and decorations, and booking entertainment, as well as offer brief explanations of key concepts and links to further learning resources.

An updated version of our **Newcomer Information Package** will also be available later in 2023. This resource first launched ten years ago and is available at various agencies that serve immigrant clients across the St. Thomas and Elgin County area. It explains important concepts about Canadian life and outlines key resources in the community, covering topics like Settlement Services, Housing, Employment, Education, Healthcare, and Safety.

We are in the preliminary stages of developing supports for local organizations who have started, or are looking to start, an Equity, Diversity, and Inclusion (EDI) committee. In the interest of sharing EDI resources and learning in the most effective way possible, we are exploring the possibility of creating an **EDI Community of Practice** or some other multi-agency group. Currently, we have surveyed local organizations to get a sense of interest for joining such a group.

STELIP is also a member of the **Elgin County Drowning Prevention Coalition**, supporting the rollout of information to the newcomer population who were identified as a priority by the Lifesaving Society. The local coalition is developing a strategy to provide important information to families who have minimal understanding of water safety practices. The plan includes ensuring information is available in languages spoken by local immigrants, providing information to individuals and families in appropriate spaces, and finding opportunities for individuals to experience swimming.

We continue to advocate for better provision of **interpretation and translation services** in the community. One outcome of this work is an updated listing on the St. Thomas and District Chamber of Commerce's website, where members will list which languages service is available in, alongside other contact information. The website listing will be updated in summer 2023 and will support residents with limited English language skills to access services that can better meet their needs.

Enhancing community connections is an important role of STELIP and a key method to improving service delivery in the community. STELIP is working to increase access to the **SWIS program** in the community through strengthened relationships with the local school boards and schools in the area.



Civic and Social Inclusion

Civic and social inclusion is a vital part of an immigrants' integration process; an immigrant who is included in the civic and social life of their community is much more likely to feel integrated and at home.

Accomplishments This Year

STELIP partnered with community organizations, particularly YWCA Settlement Services, to run events that connect newcomers to enhance their civic and social inclusion. This year, we ran three joint events with YWCA St. Thomas-Elgin Settlement Services: a Summer Barbeque, a Newcomer Welcoming Tour, and a Family Literacy Day event. We also joined the St. Thomas City Hall tour as part of their Newcomer Networking Circles. Each of these events provide **social opportunities** for newcomers. The **Newcomer Welcoming Tour** also gave



newcomers a chance to tour and orient themselves with community resources, including the library, police station, fire station, MP and MPP's office, youth centre, and child and family centre. The **Literacy Day** event also featured free books and literacy-themed activities. Ninety newcomers attended the **summer barbeque**, 40 newcomers attended the Newcomer Welcoming Tour, and 30 newcomers attended the Family Literacy Day event.

We also had the opportunity to join the YWCA St. Thomas-Elgin Settlement Services' **St. Thomas City Hall tour** as part of their Newcomer Networking Circles program. Fifteen newcomers had the chance to tour St. Thomas City Hall and hear from representatives from the various municipal departments, as well as from the Mayor of St. Thomas. Newcomers had the chance to ask questions and engage in discussions, covering topics like transportation services and employment.

Several immigrants and racialized business owners were celebrated at local awards ceremonies this past year. At the Bridges to Better Business **Small Business Awards**, hosted by the Elgin St. Thomas Small Business Enterprise Centre, immigrant and racialized business owners won three awards: the Inspirational Entrepreneur, the St. Thomas Small Business Award, and the Elgin County Economic Development Award. Similarly, at the St. Thomas and District Chamber of Commerce **Impact Awards**, immigrant and racialized business owners won two awards: Exceeding Everest and Standing Ovation. Representation matters: when local racialized residents and immigrants are publicly celebrated it serves to inspire others in the community and brings positive awareness to these growing populations.

The symbolic culmination of an immigrant's settlement journey is the acquisition of citizenship status. Locally, 51 individuals connected to local settlement agencies received their **Canadian Citizenship**. These individuals are now able to hold a Canadian passport and vote, in essence, become fully participating residents. This status transition is worth celebrating!

We supported and collaborated with YWCA St. Thomas-Elgin to have Safia Siddiqi speak at their **annual Women's Day event**. Safia, a renowned poet and former Afghan Parliamentarian, recently moved to St. Thomas and is eager to connect with her new community. This speaking engagement allowed her to share her life story and facilitated some connections with women in our area.



Plans for Next Year

After delays due to the COVID-19 pandemic, the **Canada Connects** program will be fully launched in the community, facilitated by YWCA St. Thomas-Elgin Settlement Services. The Canada Connects program is a social mentorship program that matches newcomers to Canada with Canadian citizens or long-time community members. Matches can be one-on-one, family-to-family or a volunteer(s) with a newcomer family. This initiative will provide newcomers with opportunities to learn about life in Canada, practice their English language skills, and build connections in the community. Volunteer mentors will also be able to strengthen their cross-cultural understanding and communication skills and help foster newcomers' sense of belonging.

Ongoing Regional Initiatives and Collaborations

Southwestern Ontario Local Immigration Partnerships (SWOLIP)

The LIPs of Southwestern Ontario met three times this year, twice virtually and once in person. The SWOLIP members meet regularly to learn about initiatives being implemented in the region by other LIPs, to receive information about relevant services and programs, and to find commonalities to provide opportunities to collaborate. This group will continue to meet and leverage resources to strengthen regional collaboration.

The STELIP Manager continued to attend Western Ontario Wardens Caucus (WOWC) Economic Development Committee as a representative of SWOLIP. Because municipal elections were held this year, the group did not meet from the fall to the New Year to allow for newly elected wardens to start their terms. The strategic plan that was adopted ensured the new municipal representatives continue to work on increasing immigrant integration in their regions with initiatives that will create welcoming communities and support a diverse workforce.

Pathways to Prosperity National Conference and National LIP Conference

The 2022 conference Next Gen Canada: Immigration and Diversity as Pathways to Prosperity was held in Ottawa in November. The event included presentations from the Minister of Immigration, Refugees, and Citizenship Canada, Sean Fraser, and a keynote presentation from Nora Loreto, titled *Welcoming Immigrants in an Era of Community Obliteration*. The other workshops and plenary sessions focused on immigration trends and integration challenges. It provided an opportunity for networking across the sector with academics, government, service providers and other LIPs.

STELIP presented about the Southwestern Ontario LIPs (SWOLIP) at the National LIP conference facilitated by Pathways to Prosperity (P2P). The presentation outlined the establishment of the LIPs and the formation of the SWOLIP group. The outcomes of the SWOLIP meetings, including collaborative projects and information sharing, demonstrated how regional LIP partnerships can be leveraged.

National LIP Secretariat

After several years of partial funding and incremental formation, the National LIP Secretariat is now operating at full capacity. As the number of LIPs increases, having a formal organization structure in the form of the National LIP Secretariat will help facilitate collaboration and disseminate information and training to LIPs. STELIP continues to participate in planning sessions and support the work of the Secretariat.

STELIP is a member of a committee that helps organize the LIP Basecamp account. The committee meets quarterly. The committee expedites the registration of LIP staff and other stakeholders to Basecamp and helps facilitate important connections and conversation. This committee also supports connecting LIP staff to the Settlenet.org platform, specifically the LIP group on the platform.

Immigrant Survey

STELIP partnered with eight LIPs across Canada to undertake a community survey of immigrants in the region. The survey will be administered in June 2023. This survey will help build an understanding of the experiences, challenges, strengths, and recommendations of immigrants in the Elgin-St. Thomas region to help inform community collective action, programming and supports, policy development, and public discourse.



Communications

STELIP Website

Our website (www.stelip.ca) was updated in 2022. Every webpage was audited, and relevant updates were made as needed to reflect current programs, resources, and information about STELIP. To enhance the accessibility of the website, accessibility measures were also considered throughout the process, updating alt text for photos, text contrast, the website footer, site structure and more according to AODA best practices. Accessibility will continue to be a work-in-progress on the website. Website analytic capabilities were added in February 2023. Since that time, the website has seen 479 unique visitors and 1186 site visits. Aside from the homepage, some the most popular pages included the Global Flavours, Experiences of Discrimination Survey, and Community Conversations pages.

Newsletter

A total of four newsletters were sent over the course of the 2022-2023 fiscal year, in May, September, November, and February. The newsletters highlighted news and events related to immigration and integration from STELIP, our Council member agencies, other local organizations, and IRCC. As of March 2023, we have 318 subscribers to our mailing list.

Social Media

STELIP is active on several social media platforms, including Facebook, Instagram, and Twitter.

Twitter		Our primary audiences are community members and local service providers, which both encompass our council members as well. Our secondary audiences include businesses, newcomers, and elected officials. For the most part, these audiences remain consistent across platforms; however, on Twitter we are more focused on engaging service providers.
Number of Followers	378	
Number of New Followers in 2022-23	22	
Number of Posts	92	
Cumulative Impressions	9,351	

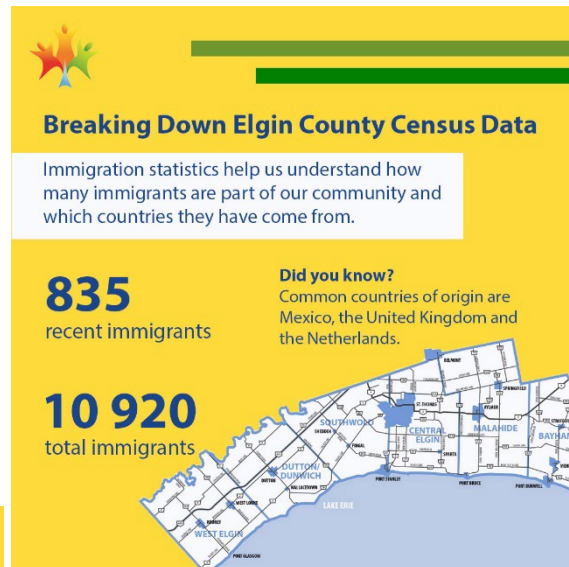
Facebook	
Number of Followers	977
Number of Posts	148
Cumulative Reach	15,464

Instagram	
Number of Followers	852
Number of Stories	63
Number of Posts	83
Cumulative Reach	1,303

Notable Social Media Campaigns

Breaking Down Elgin County Census Data

A seven-part series that summarized local population, immigration, visible minority and ethnic background, language, religion, education, and employment statistics. This series helped our audiences understand the basic demographic characteristics of the Elgin County Census Division.



How Does Immigration Work?

A four-part series that explained the most common immigration pathways in a simple, easy-to-understand manner. This campaign was developed in response to community needs. There was anecdotal evidence that many community members have limited understanding of Canada's immigration system.

STELIP Resource Spotlight

A five-part series that highlighted various resources available on STELIP's website, and explained what the resource is and who it's for. The resources spotlighted included: Serving Immigrant and Newcomer Clients training (for service providers), Before You Sign (training for service providers about legal information), Ukrainian Temporary Residents information, and Know the Facts: Refugee Sponsorship, and Interpretation Services Guide.



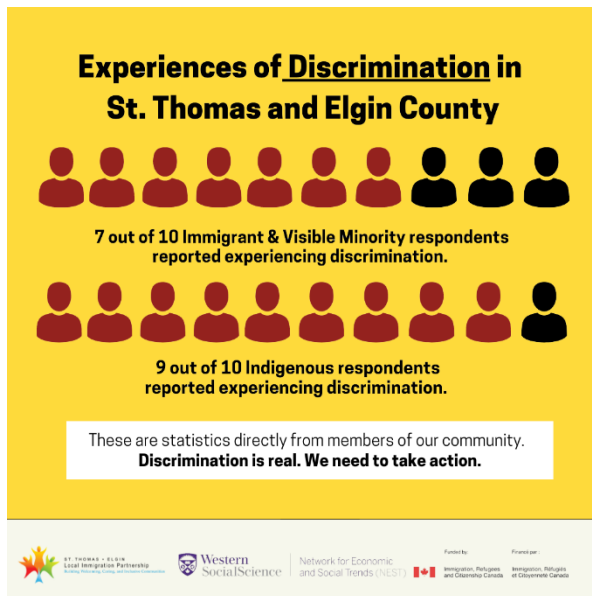
Resource Spotlight:



Who's it for? Frontline Service Providers

What is it? Training to help providers understand the legal information resources available to help newcomers, including a series of legal information podcasts and transcripts translated into ten different languages.

Where can I find it?
stelip.ca/resources



Breaking Down Results of the St. Thomas and Elgin Discrimination Survey

A five-part series that highlighted results from our discrimination survey, including where discrimination is happening, the presumed basis for discrimination, top types of discrimination experienced (inappropriate jokes, derogatory language, verbal abuse etc.), and the impacts of discrimination in St. Thomas and Elgin County. This series helped communicate the context

around the research design and rationale, as well as the importance of the research outcomes to our audiences.



@theSTELIP



@StThomasElginLIP

STELIP COUNCIL

Community Member	Bilal Khalife (outgoing)
Elgin Business Resource Centre	Chloe Walker (outgoing); Jennifer Grigg (incoming)
Elgin County Economic Development	Carolyn Krahn
Elgin County Library	Séanin Steele
Elgin Middlesex Oxford Workforce Planning & Development Board	Emilian Siman
Employment Services Elgin	Jackie Van Ryswyk
Fanshawe College Community Career and Employment Services	John Griffiths
Fanshawe College St. Thomas/Elgin Campus	Melanie Neerhof
Mennonite Community Services	Eddy Rempel (on leave); Anna Bergen (temporary)
Ontario Ministry of Agriculture, Food, and Rural Affairs	Jeff Kinsella (outgoing); Serena Viola (incoming)
Service Canada	Colleen Hynes (outgoing); Élisabeth Brito (incoming)
St. Thomas & District Chamber of Commerce	Paul Jenkins
St. Thomas Economic Development/ Small Business Enterprise Centre	Tara McCaulley (outgoing); Mike Kerkvliet (incoming)
St. Thomas Elgin Social Services	Teresa Sulowski

St. Thomas Police Service	Tanya Calvert (outgoing); Samantha Wakefield (incoming)
St. Thomas Public Library	Dana Vanzanten
St. Thomas Islamic Centre	Zeeshan Ejaz Syed
Thames Valley District School Board	Michael Tamasi
WILL Immploy	Carly MacArthur
YWCA St. Thomas-Elgin	Shelley Harris
YWCA St. Thomas-Elgin Settlement Services	Juliane Hundt

STELIP Project Team

Fiona Murray	STELIP Communication Coordinator
Petrusia Hontar	STELIP Project Manager
Shelley Harris	Director of Education and Settlement



ST. THOMAS • ELGIN
Local Immigration Partnership
Building Welcoming, Caring, and Inclusive Communities

Funded by:

Financé par :



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada



Report to Council

REPORT NO.: F-23-06

DATE: Aug 3, 2023

ATTACHMENT: a) Draft By-law Emergency Management Program and Emergency Response Plan By-law
b) Current By-law 11-79

SUBJECT: **EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN BY-LAW**

Recommendation:

THAT Report No. F-23-06 entitled “Emergency Management Program and Emergency Response Plan By-Law” be received.

Background:

The Emergency Management and Civil Protection Act (EMCA) requires municipalities in Ontario to develop and implement an emergency management program that is adopted through by-law. The Emergency Management Program shall consist of an Emergency Response Plan, training programs and exercises as well as public education and preparedness for emergencies.

Comments/Analysis:

Earlier this year, the Township received feedback from its Emergency Management Ontario (EMO) field officer in regards to its compliance with the EMCA. Based on this review, it is recommended the Township’s current by-law (11-79) be repealed and replaced with a new by-law (23-56) which fully complies with recent legislative changes. This proposed by-law, considers updates to elements required under the EMCA including: the Emergency Information Officer, the Emergency Management Program, the Emergency Response Plan and the Community Emergency Management Coordinator. As indicated in the by-law, administrative changes to the Emergency Response Plan would be permitted without by-law amendment or Council resolution.

Submitted by:	Approved by:
Jeff Spoor, Director of Fire and Emergency Services	Adam Boylan, Interim Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW 23-56

Emergency Management Program and Emergency Response Plan By-law

Being a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operation centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of The Corporation of the Township of Malahide hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Malahide.

Community Emergency Management Coordinator

6. The primary community emergency management coordinator (the "CEMC") is responsible for the emergency management program for the Township of Malahide including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Fire Chief and District Fire Chief are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Mayor
 - b. Deputy Mayor
 - c. Chief Administrative Officer (CAO)
 - d. CEMC
 - e. Director of Fire & Emergency Services
 - f. Director of Public Works;
 - g. Director of Corporate Services / Treasurer
 - h. Human Resources Manager
 - i. Fire Administrative Assistant / Alternate CEMC
 - j. Manager of Legislative Services / Clerk
9. The CAO is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a. Mayor
 - b. Chief Administrative Officer (CAO)
 - c. CEMC
 - d. Director of Fire & Emergency Services
 - e. Director of Public Works;
 - f. Director of Corporate Services / Treasurer
 - g. Human Resources Manager
 - h. Fire Administrative Assistant / Alternate CEMC
 - i. Manager of Legislative Services / Clerk

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency.

The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Manager of Legislative Services / Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Township of Malahide Administration Office, 87 John St S. during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the The Corporation of the Township of Malahide Administration Office, 87 John St S., as identified in the Act.
16. By-law 11-79-Emergency Response Plan is hereby repealed in its entirety.

READ a **FIRST** and **SECOND** time this 3rd day of August, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 3rd day of August, 2023.

Mayor, D. Giguère

Clerk, A. Adams

TOWNSHIP OF MALAHIDE COMMUNITY CONTROL GROUP

The Township of Malahide CCG may consist of any of the following municipal staff, and any other representative/agency deemed necessary by the CCG to assist in an emergency

	Position	Name	Office	Cell	Email
1	Mayor	Dominique Giguere			dgiguere@malahide.ca
2	CAO	Adam Boylan (Interim)	519-773-5344 X:223		aboylan@malahide.ca
3	County of Elgin CEMC	Stephanie Cyros	519-631-1460 X:177		scyros@elgin.ca
4	Director of Fire & Emergency Services CEMC	Jeff Spoor	519-773-5344 X:230		jspoor@malahide.ca
5	Director of Public Works	Jason Godby	519-773-5344 X:231		jgodby@malahide.ca
6	Director of Corporate Services / Treasurer	Adam Boylan	519-773-5344 X:224		boylan@malahide.ca
7	Manager of Human Resources	Sue Loewen	519-773-5344 X:229		sloewen@malahide.ca
8	Fire Administrative Assistant / Alternate CEMC	Monica Badder	519-773-5344 X:241		mbadder@malahide.ca
9	Manager of Legislative Services/Clerk	Allison Adams	519-773-5344 X:227		aadams@malahide.ca

03-August-2023

TOWNSHIP OF MALAHIDE COMMUNITY PROGRAM COMMITTEE

	Position	Name	Office	Cell	Email
1	Mayor	Dominique Giguere			dgiguere@malahide.ca
2	Deputy Mayor	Mark Widner			mwidner@malahide.ca
3	CAO	Adam Boylan (Interim)	519-773-5344 X:223		aboylan@malahide.ca
4	County of Elgin CEMC	Stephanie Cyros	519-631-1460 X:177		scyros@elgin.ca
5	Director of Fire & Emergency Services CEMC	Jeff Spoor	519-773-5344 X:230		jspoor@malahide.ca
6	Director of Public Works	Jason Godby	519-773-5344 X:231		jgodby@malahide.ca
7	Director of Corporate Services / Treasurer	Adam Boylan	519-773-5344 X:224		aboylan@malahide.ca
8	Manager of Human Resources	Sue Loewen	519-773-5344X:229		sloewen@malahide.ca
9	Fire Administrative Assistant / Alternate CEMC	Monica Badder	519-773-5344 X:241		mbadder@malahide.ca
10	Manager of Legislative Services/Clerk	Allison Adams	519-773-5344 X:227		aadams@malahide.ca

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 11-79

Being a By-law requiring an emergency management program and plan for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

WHEREAS, the Province of Ontario has enacted the *Emergency Management and Civil Protection Act, 2001*, which requires the development and implementation of an emergency management program and plan (short title – The Emergency Management and Civil Protection Act) by the Council of a municipality;

AND WHEREAS, the *Emergency Management and Civil Protection Act* (the Act) requires the emergency management program and plan to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery; and also makes provision for the municipality and Council to develop and implement an emergency management program and plan to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS, the Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the Emergency Management Plan and respond to an emergency;

AND WHEREAS, the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS, the Act authorizes employees of a municipality to respond to an emergency in accordance with the Emergency Management Plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE the Council of The Corporation of the Township of Malahide hereby **ENACTS AS FOLLOWS:**

1. **THAT** an emergency management program and plan be developed and implemented in accordance with the standards published by Emergency Management Ontario.
2. **THAT** the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the Emergency Management Plan.

By-law No. 11-79

Page 2

3. **THAT** certain appointed officials or their designated alternates, as provided in the approved community Emergency Management Plan are empowered to cause an emergency notification to be issued to members of the Emergency Control Group, and to respond to an emergency in accordance with the Emergency Management Plan where an emergency exists but has not yet been declared to exist.
4. **THAT** the Emergency Management Program Committee will review annually the Emergency Management Program and the Emergency Management Plan and to recommend changes as considered appropriate and refer recommendations to Council for further review and approval.
5. **THAT** any Annex or Schedule to the Emergency Management Plan may be added, amended or removed with the approval of the Emergency Management Program Committee and reported to Council annually, without amendment to this By-law.
6. **THAT** the appendices of the Emergency Management Plan shall be added, amended or removed with the approval of the Emergency Management Program Committee and reported to Council annually, without amendment to this By-law.
7. **THAT** that the Emergency Management Plan attached hereto as Schedule "A" of the By-law is hereby adopted and enacted.
8. **THAT** all previous by-laws passed adopting an Emergency Management Plan for the Township of Malahide be and the same are hereby repealed in their entirety.
9. **THAT** This By-law comes into force and takes effect on the final passing thereof.

READ a FIRST and SECOND TIME this day of September, 2011.

READ a THIRD TIME and FINALLY PASSED this day of September, 2011.

Mayor, D. Mennill

Clerk, M. Casavecchia



Report to Council

REPORT NO.: PW-23-47
DATE: August 3, 2023
ATTACHMENT: Map of Proposed Locations
SUBJECT: Pilot Radar Speed Sign Program

Recommendation:

THAT Report No. PW-23-47 entitled “Pilot Radar Speed Sign Program” be received;

AND THAT Staff be directed to implement the pilot radar speed sign program as outlined in this report.

Background:

The intention of this staff report is to provide an update to the Council with respect to the proposed Radar Speed Sign implementation and placement schedule.

At the July 6, 2023 meeting of council, the following resolution was passed:

No. 23-306

Moved By: John H. Wilson

Seconded By: Chester Glinski

THAT Report No. PW-23-44 entitled “Radar Speed Signage” be received;

AND THAT Staff be authorized to purchase a solar powered “Safe Place Evolution 12” speed radar sign at a cost of \$4,026;

AND THAT Staff bring forward a follow-up report which recommends a placement schedule for the Township’s speed radar sign.

Carried

Following the meeting on July 6, 2023, the Staff proceeded with ordering one SafePlace Evolution 12 radar speed sign with solar power as directed by council. Currently the delivery of the speed sign is expected in mid-August 2023, with anticipated implementation in early September 2023. The radar speed sign will be removed from service throughout the 2023/2024 winter season, and will be re-deployed in the spring of 2024.

Comments/Analysis

The Staff propose a comprehensive installation plan, utilizing the Township's existing Armadillo radar traffic counters in conjunction with the new Radar Speed Sign. The Staff recommend installation of the Armadillo traffic counter two weeks in advance of the radar speed sign at each location and maintaining the use of the Armadillo through an additional two-week period in conjunction with the Radar Speed Sign. By utilizing both technologies, the Staff will be able to better determine the effectiveness of the radar speed sign installation.

The Radar Speed Signs will be mounted on existing road speed limit sign posts, directly below the posted speed limit (see example below) where ever possible.



Proposed Locations

The following list of locations has been proposed by Staff based on historical speeding complaints, as well as input from Malahide Council and the Community Policing Committee. It would be our general plan to move the sign around in the order below, however this can be modified as required.

LOCATION #	ROAD NAME	DESCRIPTION
1	Imperial Road	Port Bruce Beach Area
2	Dexter Line	West of Port Bruce
3	Springfield Road	South of Springfield
4	Pressey Line	East of Springfield
5	Imperial Road	North of Copenhagen
6	Richmond Road	South of Calton
7	Glencolin Line	East of Hacienda
8	Glencolin Line	West of Springer Hill
9	Springfield Road	South of Mount Salem
10	Springfield Road	North of Mount Salem
11	Imperial Road	South of Aylmer
12	Imperial Road	South of Copenhagen
13	Nova Scotia Line	East of Copenhagen
14	Ron McNeil Line	East of Springfield
15	Putnam Road	South of Avon
16	Ron McNeil Line	West of Springfield
17	Ron McNeil Line	East of Kingsmill
18	Ron McNeil Line	West of Kingsmill
19	Imperial Road	South of Lyons
20	Lyons Line	East of Lyons
21	Rogers Road	North of Conservation Line
22	Rogers Road	South of Conservation Line
23	Crossley-Hunter Line	East of Dorchester Road
24	Crossley-Hunter Line	West of Dorchester Road
25	Whittaker Road	North of Springfield
26	Richmond Road	North of Calton
27	Calton Line	West of Calton
28	College Line	East of Hacienda
29	College Line	West of Springer Hill
30	Imperial Road	North of Lyons
31	Lyons Line	West of Lyons

Refer to Attachment A for an overview map of these locations.

Exact locations will be determined based on field conditions and will be affected by the location of existing speed signs and the availability of open sky due to the fact that the speed radar sign is solar powered.

Due to the number of sites on this list, staff expect that it will take into the spring of 2025 to complete all these sites.

Staff anticipate being able to monitor 4 or 5 locations in the fall of 2023, prior to the winter season, and will report back to Council with some preliminary results from this pilot program prior to the 2024 spring installation. This will allow staff to provide an accurate account of the level of effort required to mobilize and demobilize the installations while working out any potential technical issues that may arise.

Malahide Community Policing Committee Review

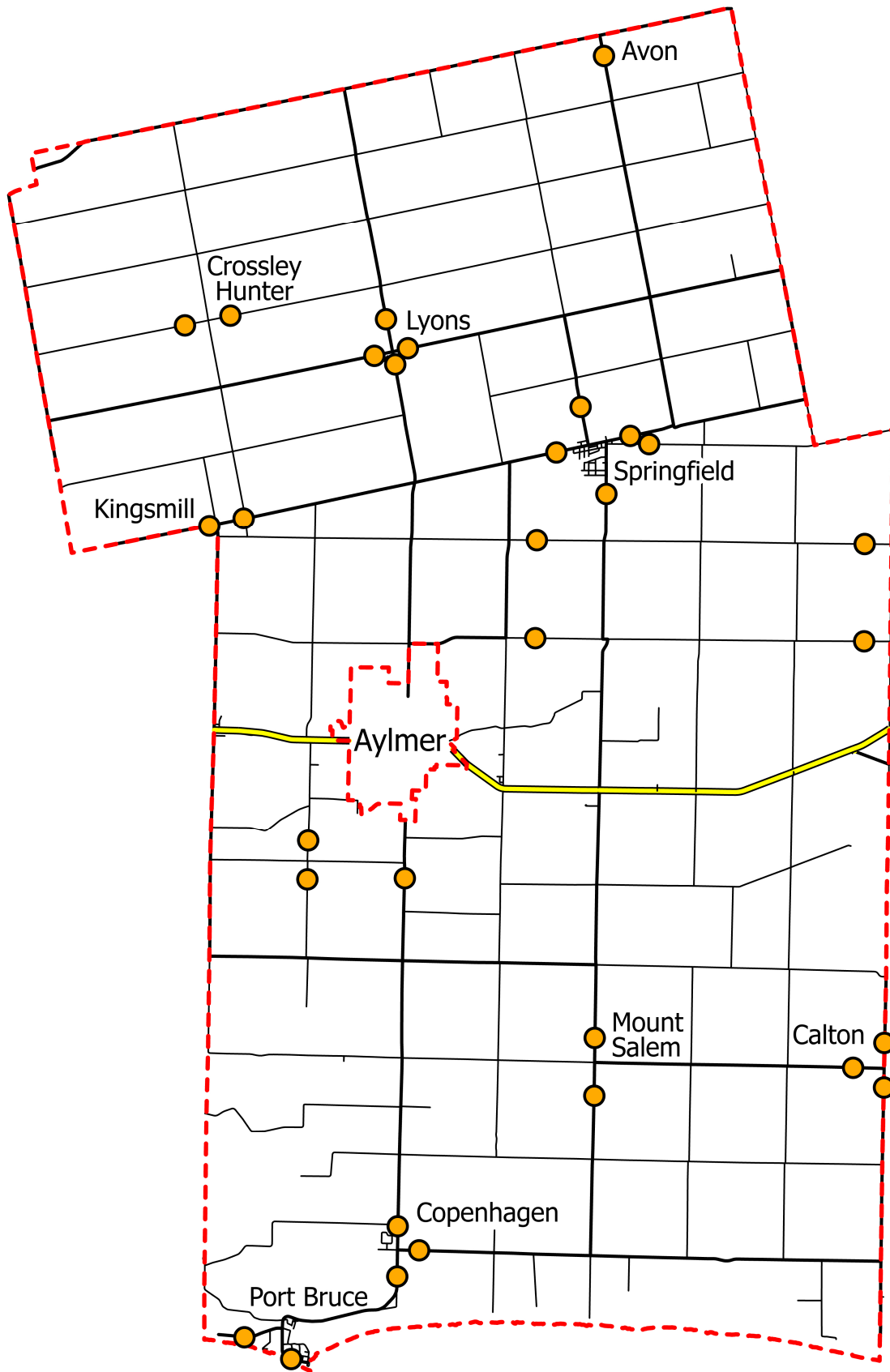
The Malahide Community Policing Committee was consulted and their feedback was integrated into this report.

Financial Implications to Budget

All implementation and operating expenses are proceeding within the Council adopted roads operations budget. A full review of operating expenses related to the radar speed sign program will be completed at the conclusion of the first 12-month period following initial implementation.

The Malahide Community Policing Committee has committed to a \$2000 financial contribution towards this initiative in order to help offset the purchase of the speed radar sign.

Submitted by:	Approved by:	Approved for Council:
Ryan DeSutter, Roads & Construction Manager	Jason Godby, Director of Public Works	Adam Boylan, Acting Chief Administrative Officer



0 1 2 4 6 km



Radar Sign Location
Township Boundary

Road Network

— Township
— County
— MTO

the TOWNSHIP of MALAHIDE
A proud tradition, a bright future.





Report to Council

REPORT NO.: PW-23-48
DATE: August 3, 2023
ATTACHMENT: None
SUBJECT: RFT AWARD – SOUTH DORCHESTER COMMUNITY HALL
WALKING PATH PAVING

Recommendation:

THAT Report No. PW-23-48 entitled “RFT Award – South Dorchester Community Hall Walking Path Paving” be received;

AND THAT Peter’s Paving be awarded the contract to complete the work.

Background:

In 2015 gravel walking paths were installed at both the Malahide Community Place and the South Dorchester Community Hall. In 2018 the walking path at the Malahide Community Place was changed from gravel to a paved surface. This improvement to a paved surface it has reduced annual maintenance costs while providing an improved walking surface for the users of the path.

The 2023 approved capital budget includes a project to convert the South Dorchester Community Hall walking path to a paved surface. Similar to the Malahide Community Place situation, this improvement will reduce annual maintenance costs while improving the walking surface for the users.

Comments/Analysis:

The Township of Malahide called tenders for the paving of the walking path at the South Dorchester Community Hall which closed on July 28th, 2023 at 1:00 pm. The Township received 3 bid submissions at that time. The tender results are as follows (following prices do not include taxes):

J-ARR Excavating Ltd, London, ON	\$47,365.00
Dufferin Construction Company, London, ON	\$65,700.00
Peter's Paving Inc, Aylmer, ON	\$24,499.00

The lowest bid was received from Peter's Paving, in the amount of \$24,499.00 (plus HST). Staff recommend accepting the bid from Peter's Paving as it fits within the 2023 approved capital budget of \$35,000.

Financial Implications to Budget:

The low bid of \$24,499.00 fits into the 2023 approved capital budget.

Submitted by:	Approved by:	Approved for Council:
Chris Cox Facilities Manager	Jason Godby, Director of Public Works	Adam Boylan, Acting Chief Administrative Officer



Report to Council

REPORT NO.: DS-23-22

DATE: August 3, 2023

ATTACHMENT: Application, Conditions, Report Map

SUBJECT: **Application for Consent to Sever of Pauline Krygsman, Application D10-E55-23**

LOCATION: LOT 43, Registered PLAN 78; Township of Malahide, County of Elgin

Recommendation:

THAT Report No. REPORT NO.: DS-23-22 entitled “Application for Consent to Sever of Pauline Krygsman” be received;

AND THAT the Application for Consent to Sever of Pauline Krygsman (D10-E55-23), relating to the property located in LOT 43, Registered PLAN 78; Township of Malahide, County of Elgin be supported for the reasons set out in this Report;

AND THAT this Report be forwarded to the Land Division Committee for its review and consideration.

Background:

The subject application for Consent to Sever (the “Application”) has been submitted by Amy Dale, on behalf of Pauline Krygsman, to permit the conveyance of land to facilitate a lot boundary adjustment to resolve an encroachment onto the subject lands.

The Application relates to the property located in LOT 43, Registered PLAN 78; Township of Malahide, County of Elgin.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on August 23, 2023.

Comments/Analysis:

The subject lands are approximately 818.4 m² in area and have approximately 20.3 metres of frontage along Broadway Street. The subject lands consist of a through lot that is currently vacant and are bounded by Broadway Street to the north, existing residential uses to the east and west, and Courtwright Street to the south.

Based on information provided by the applicant, it was discovered that a single detached dwelling located at 51181 Broadway Street encroaches onto 51189 Broadway Street. This boundary adjustment is proposed to correct this encroachment.

The lands proposed to be conveyed comprise an area of approximately 259.0 square meters (0.06 acres) with a depth of approximately 40.1 metres and frontage of approximately 1.0 meters on Broadway Street. The severed lands contain a portion of the existing dwelling on the adjacent property to the west. It is proposed that these lands be conveyed and added (merged in name and title) with the proposed enlarged parcel.

The proposed retained parcel comprises an area of approximately 559.4 square meters with a depth of approximately 43.1 metres and approximately 19.3 metres of frontage on Broadway Street. The retained parcel is a small vacant lot is intended to be used for future residential development.

The parcel to be enlarged is a residential parcel that contains an existing single detached dwelling. If the application is approved, the enlarged parcel would have an area of approximately 1,292.8 square meters (0.32 acres) and frontage of approximately 21.3 metres.

County of Elgin Official Plan

The subject property is designated in a 'Tier 2 Settlement (Springfield)' on Schedule 'A', Land Use Plan. Boundary adjustments are permitted in accordance with Section E1.2.3.2 of the Plan, provided that the proposed lot addition would not result in the creation of a new parcel and would not impact the viability of the use of the properties affected. While the proposed lot addition would result in the retained lands being an undersized residential lot, a building envelope has been identified on the submitted site plan demonstrating that a dwelling can be located on the proposed retained parcel. The proposed application would not result in the creation of a new lot.

Malahide Official Plan

The subject property is designated 'Residential', 'Hazard Lands', and 'Floodfringe (250 yr.)' on Schedule 'B' Springfield: Land Use and Constraints. Lot adjustments, lot additions and minor boundary changes are permitted in any land use designation in accordance with Section 8.7.1.7, provided they comply with the applicable requirements of the Official Plan and the Zoning By-law.

The proposed lot boundary adjustment is for the purposes of conveying land that has been historically used by the adjacent property owner. No new lot is proposed to be

created. It is noted that future development on the vacant retained parcel may require approval from the conservation authority.

Malahide Zoning By-law No. 18-22

The subject property is zoned 'Village Residential One (VR1)' on Schedule 'D', Map No. D1 to the Township of Malahide Zoning By-law No. 18-22. The VR1 zone permits a range of residential uses. The VR1 zone requires lots to have a minimum lot area of 800 m² and a minimum lot frontage of 20 metres. The retained parcel is proposed to have a lot area of 599.4 m² and a lot frontage of 19.3 metres. As a result a minor variance application would be required as a condition of consent approval.

General Comments

Development Services Staff has considered the merits of the subject application against applicable Provincial and Official Plan policies and recommends that Council support the Application. Development Services Staff has also considered comments provided (if any) by other internal departments.

- Water/Wastewater – Future Development of retained lands will require connection to the municipal sanitary sewer.
- Drainage Superintendent - Future development of the retained lands will require connection to a municipal drain.

Financial Implications to Budget:

The full cost of the consent process is at the expense of the Applicant and has no implications to the Township's Operating Budget.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the "Our Community" Strategic Pillar is "Promote Community Development". The proposed lot addition would address an existing encroachment while ensuring that development can proceed on the retained lands in an appropriate manner.

Submitted by:	Reviewed by:	Approved for Council by:
Eric Steele, BES Monteith Brown Planning Consultants, <u>Consulting Planner for the Township</u>	Jay McGuffin, MCIP, RPP Monteith Brown Planning Consultants Vice President & Principal Planner	Adam Boylan Interim Chief Administrative Officer

APPLICATION FOR A CONSENT TO SEVER**Owners: Pauline Krygsman**

(Authorized Agent: Gunn & Associates c/o Amy Dale)

51189 Broadway

PLAN 78 LOT 43

Township of Malahide

**Township
of Malahide
Figure 1**



OFFICIAL PLAN DESIGNATION
Residential

ZONING
Village Residential 1 (VR1)



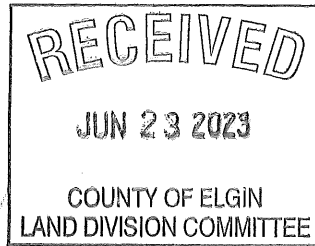
Retained



Severed



Lands to which the severed lands will be conveyed

E 55-23Amy Dale
51189 Broadway Street**APPLICATION FOR CONSENT**

1. Name of Approval Authority ELGIN COUNTY LAND DIVISION COMMITTEE
2. (a) **Name of Owner** Pauline Apolonia Krygsman
 Address c/o Universal Corporation of Canada (Realty) Ltd., 34-36 Talbot Street East, Aylmer, ON N5H 1H4
 Telephone Number 519-319-3151 Email pauline.krygsman@yahoo.ca
2. (b) **Name of owner's solicitor or authorized agent** Amy Dale, Gunn & Associates
 Address 108 Centre Street, St. Thomas, ON N5R 2Z7
 Telephone Number 519-631-0700 ext. 241 Email amydale@gunn.on.ca
2. (c) **Name of Applicant** Pauline Apolonia Krygsman
 Address same as above
 Telephone Number _____ Email _____
 Relationship to Owner: Purchasing Farmer (☐) Other (☒) please specify same

Please specify to whom all communications should be sent:

Owner(s) (☐) Solicitor (☒) Agent (☐) Applicant (☐)**AUTHORIZATION TO APPOINT AN AGENT must be provided if an agent or solicitor is acting on behalf of the land owner or applicant.**

3. (a) Type and purpose of proposed transaction: (check appropriate space)
- | | | | | | |
|-----------|-------------------------------------|-------------------------|--------|--------------------------|---------------------|
| Transfer: | <input type="checkbox"/> | creation of a new lot | Other: | <input type="checkbox"/> | mortgage/charge |
| | <input checked="" type="checkbox"/> | addition to a lot | | <input type="checkbox"/> | lease |
| | <input type="checkbox"/> | surplus farm dwelling** | | <input type="checkbox"/> | easement/R.O.W. |
| | <input type="checkbox"/> | technical severance | | <input type="checkbox"/> | correction of title |
| | <input type="checkbox"/> | other (specify) _____ | | | |

**** If the application involves the severance of a surplus farmhouse (through farm consolidation), please complete and submit attached Appendix "B" – "Surplus Farm Dwelling Information Form."**

- (b) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:
Donald James Hewson
- (c) If a lot addition, identify the assessment roll number and property owner of the lands to which the parcel will be added:
3408012-00109300 - Donald James Hewson

4. (a) Location of land:

Municipality Malahide Concession No. _____
 Lot(s) No. 43 Registered Plan No. 78
 Name of Street Broadway Street Street No. and/or 911 No. 51189
 Assessment Roll No. 340801200109350

(b) Are there any easements or restrictive covenants affecting the subject land?

Yes ☐ No ☒ If Yes, describe the easement or covenant and its effect:

5. Description of land intended **to be severed**: (Accurate Measurements in Metric)

Frontage 1.028 m Depth 40.131 m irreg. Area 259.0 m²
 Existing Use residential Proposed Use residential

Number and use of buildings and structures on the land to be severed:

Existing portion of existing two storey dwelling as shown on the sketch attached

Proposed same

6. Description of land intended **to be retained**: (Accurate Measurements in Metric)

Frontage 19.290 m Depth 43.131 m irreg. Area 559.4 m²
 Existing Use residential Proposed Use residential

Number and use of buildings and structures on the land to be retained:

Existing none

Proposed none proposed at this time, but future residential dwelling is likely

7. Number of new lots proposed (including retained lots) none

8. Type of access for proposed and retained lot: (check appropriate space)

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>
Other public road	<input type="checkbox"/>	<input type="checkbox"/>
Right Of Way	<input type="checkbox"/>	<input type="checkbox"/>
Water access	<input type="checkbox"/>	<input type="checkbox"/>

If proposed access is by water, what boat docking and parking facilities are available on the mainland?
 (specify) _____

9. (a) What type of water supply is proposed: (check appropriate space)

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Publicly owned and operated piped water system	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Privately owned and operated individual well **	(<input checked="" type="checkbox"/>)	(<input checked="" type="checkbox"/>)
Privately owned and operated communal well **	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Lake or other water body	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Other means (specify) _____	_____	_____

- (b) ** If existing water supply is provided from a privately owned and operated individual/communal well, **the owner shall be required to provide written confirmation from a licensed well installer that the private well provides the quality and quantity of potable water required by Provincial standards. (Written confirmation to be attached to the Application); AND**

- (c) ** **A water quality test by the applicable public health unit is required (Written confirmation to be attached to the Application)**

10. (a) What type of sewage disposal is proposed: (check appropriate space)

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Publicly owned and operated sanitary sewage system	(<input checked="" type="checkbox"/>)	(<input checked="" type="checkbox"/>)
Privately owned and operated individual septic Tank **	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Privately owned and operated communal septic System **	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Other means (specify) _____	_____	_____

- (b) **If existing sewage disposal is privately owned, **the owner shall be required to provide written confirmation from a licensed septic installer that the system is in satisfactory operating condition. (Written confirmation to be attached to the Application)**

NOTE: If 9(b), 9(c) and 10(b) are not provided, the application is not considered complete and the application will not be accepted until such time as the outstanding items have been provided and it is deemed complete.

11. When will water supply and sewage disposal services be available?

already in place for lands to which the severed parcel will be added; would be installed at the time of development of the retained lands

12. What is the existing Official Plan designation(s) of the subject land?

Residential

13. What is the existing Zoning designation(s) of the subject land?

Residential

14. Has the subject land ever been the subject of an application for approval of a plan of subdivision under the Planning Act? Yes ☐ No ☒ Unknown ☐

If Yes, and known, provide the application file number and the decision made on the application

15. If this application is a re-submission of a previous consent application, describe how it has been changed from the original application

N/A

16. (a) Has there been any previous severances of land from this holding?

Yes ☐

No ☒

- (b) If the answer to (a) is Yes, please indicate previous severances on the required sketch and supply the following information for each lot severed:

Who the severance was granted to

Use of parcel

Date parcel created (Year)

17. If this application is for a lot addition, has the lot to be enlarged ever been the subject of a previous severance?

Yes ☐ No ☒

If Yes, provide the previous severance File No.

18. (a) Are there any barns within 750 metres of the proposed severed lands?

Yes ☐ No ☒

i) Now used for livestock?

Yes ☐

No ☐

ii) Capable of being used for livestock?

Yes ☐

No ☐

- (b) If there are livestock barns located within 750 metres of the dwelling on the retained lands a MDS 1 calculation is required to be submitted with this application for consent pursuant to Minimum Distance Separation (MDS) document -Implementation Guideline #6.

19. Is the owner, solicitor, or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

Yes ☐

No ☒

20. Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?

Yes ☐

No ☒

If Yes, and known, specify the Ministry file number and status of the application

21. Is the subject land currently the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, or approval of a plan of subdivision?

Yes ☐

No ☒

A application for minor variance is an anticipated condition of consent.

If Yes, and known, specify the appropriate file number and status of the application

22. (a) Is the application consistent with the Provincial Policy Statement 2020 issued under subsection 3(1) of the Planning Act?

Yes ☒

No ☐

- (b) If Yes, identify policies from the Provincial Policy Statement 2020 to support this application for consent

1.1.3.1, 1.1.3.2(a) and (b), 1.1.3.4

23. Is the subject land within an area designated under any provincial plan or plans?

Yes ☐

No ☒

If Yes, does the application conform to or conflict with the applicable provincial plan or plans

24. Did pre-consultation occur with the local Municipality and/or other agencies?

Yes ☒

No ☐

Enter date of consultation and contact person

September 2, 2022 - Eric Steele, MBPC

25. The Owner/Applicant/Agent hereby authorizes Land Division Committee members and the Corporation of the County of Elgin staff to enter onto the subject property for the purpose of Site inspections with respect to this application.

26. The Owner/Applicant/Agent hereby consents to disclosure of the information contained in this Application pursuant to Section 32(b) of Bill 49, Chapter 63, S.O. 1989, being an Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards.

27. DETAILED SKETCH:

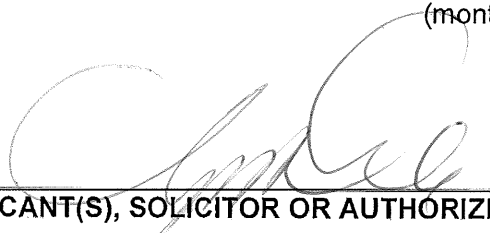
The application shall be accompanied by a detailed sketch showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land owned by the owner of the subject land and

- that abuts the subject land;
- the distance between the subject land and the nearest municipal lot line or landmark, such as a railway crossing or bridge;
 - the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas;
 - the location of private wells and septic system must be located entirely within the boundaries **of the lot to be created** and shall comply with the Zoning By-Law setbacks;
 - the location of private wells and septic system must be located entirely within the boundaries **of the lot to be retained** and shall comply with the Zoning By-Law setbacks;
 - the existing use(s) on adjacent lands;
 - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
 - if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
 - the location and nature of any easement affecting the subject land.

Dated at the City of St. Thomas
 (Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)

this 21st day of May June 2023
 (day) (month) (year)



 SIGNATURE OF APPLICANT(S), SOLICITOR OR AUTHORIZED AGENT

AFFIDAVIT OR SWORN DECLARATION

I/We Amy Dale of the City
 (Applicant/Agent Name) (Municipality/Township/City/etc.)

of St. Thomas in the County of Elgin
 (Name of Municipality/Township/City/etc.) (County Name)

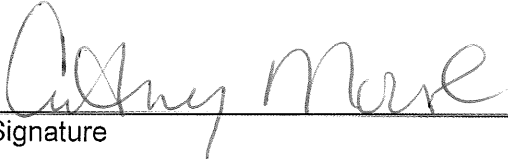
solemnly declare that all the information contained in this application is true, and I/We make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under Oath and by virtue of the CANADA EVIDENCE ACT.

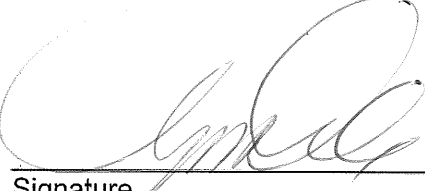
DECLARED before me in the

City of St. Thomas
 (Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)

in the County of Elgin this 21st day of May June
 (County/Region if applicable) (Day) (Month)

20 23
 (Year)


 Signature


 Signature

Catherine Louise Moore, a Commissioner, etc.,
 Province of Ontario, for Gunn & Associates
 o/b Douglas George Gunn Professional
 Corporation, Barristers and Solicitors.
 Expires April 23, 2024.

 A Commissioner, etc.

If this application is signed by an agent or solicitor on behalf of an applicant(s), the owner's authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the seal, if any, must be affixed.

It is required that one copy of this application be filed, together with one copy of the detailed sketch described, with the responsible person, accompanied by a fee of – \$1,250.00 in cash or by cheque made payable to TREASURER, COUNTY OF ELGIN.

An additional fee of \$300.00 will be charged for affixing the consent stamp.

To: Secretary-Treasurer
Land Division Committee
Corporation of the County of Elgin

Lot 43, Plan 78, Township of Malahide, County of Elgin, being all of PIN 35287-0445 (LT)
Lot 43, Plan 78, Township of Malahide, County of Elgin, being all of PIN 35287-0445 (LT)

Amy Dale, Gunn & Associates of Municipality of Central Elgin
(Agents Name/Names) (Agents City/Town of Residence) to:

- Please Print Names in Block Letters Below Signatures

Dated at the City of St. Thomas
(Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)
this 15th day of May June 20 23
(Day) (Month) (Year)

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Witness



PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

 LAND
 REGISTRY
 OFFICE #11

00000-0000 (07)

 PAGE 1 OF 1
 PREPARED FOR REGISTRATION
 ON 2023/01/25 AT 10:19:45

* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *

PROPERTY DESCRIPTION: LOT 15 PLAN 70, TOWNSHIP OF HALARIDE

PROPERTY REMARKS:

ESTATE/QUALIFIED:

 FEE SIMPLE
 LT CONVERSION QUALIFIED

RECENTLY:

DIVISION FROM 00000-0000

 REGISTRATION DATE:
 2018/07/23

OWNER'S NAME:

KRYGSMAN, PAULINE APOLONIA

CAPACITY / SHARE
NONE

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT INCLUDED) **						
**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:						
SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES -						
AND EJECTMENT OF POSSESSION TO THE CROWN.						
THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF						
IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY						
CONVENTION.						
ANY MANNER IN WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.						
**DATE OF CONVERSION TO LAND TITLES: 2007/03/26 **						
CT184104	2020/07/15	TRANSFER	\$108,600	BEMAT FAMILY HOMES INC.	KRYGSMAN, PAULINE APOLONIA	1
CT184135	2020/07/15	CHARGE	\$77,720	KRYGSMAN, PAULINE APOLONIA	G.M.S. MORTGAGE INVESTMENT CORPORATION	1

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.
 NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

LRO # 11 Transfer

Registered as CT184104 on 2020 07 15 at 13:29

The applicant(s) hereby applies to the Land Registrar.

yyyy mm dd Page 1 of 2

Properties

PIN 35287 - 0445 LT Interest/Estate Fee Simple
 Description LOT 43 PLAN 78; TOWNSHIP OF MALAHIDE
 Address BROADWAY STREET
 SPRINGFIELD

Consideration

Consideration \$108,600.00

Transferor(s)

The transferor(s) hereby transfers the land to the transferee(s).

Name BEMAT FAMILY HOMES INC.
 Address for Service 55548 Heritage Line, Staffordville,
 Ontario, N0J 1Y0
 I, Bernard Teichroeb (President), have the authority to bind the corporation.
 This document is not authorized under Power of Attorney by this party.

Transferee(s)**Capacity****Share**

Name KRYGSMAN, PAULINE APOLONIA Registered Owner
 Date of Birth 1954 07 20
 Address for Service c/o 36 Talbot Street East, Aylmer, Ontario N5H 1H3

Signed By

Ennio Micacchi 35 Perry Street acting for Signed 2020 07 15
 Woodstock
 N4S 3C4 Transferor(s)

Tel 519-539-1234

Fax 519-539-6832

I am the solicitor for the transferor(s) and I am not one and the same as the solicitor for the transferee(s).

I have the authority to sign and register the document on behalf of the Transferor(s).

Andrew David Nutbrown 10 Sydenham Street East acting for Signed 2020 07 15
 Aylmer Transferee(s)
 N5H 1L2

Tel 519-773-3105

Fax 519-765-1728

I am the solicitor for the transferee(s) and I am not one and the same as the solicitor for the transferor(s).

I have the authority to sign and register the document on behalf of the Transferee(s).

Submitted By

DOYLE PRENDERGAST 10 Sydenham Street East 2020 07 15
 Aylmer
 N5H 1L2

Tel 519-773-3105

Fax 519-765-1728

Fees/Taxes/Payment

Statutory Registration Fee \$65.05
 Provincial Land Transfer Tax \$811.00
 Total Paid \$876.05

File Number

Transferor Client File Number : 75429
 Transferee Client File Number : R3339520

LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 35287 - 0445 LOT 43 PLAN 78; TOWNSHIP OF MALAHIDE

BY: BEMAT FAMILY HOMES INC.

TO: KRYGSMAN, PAULINE APOLONIA

Registered Owner

1 KRYGSMAN, PAULINE APOLONIA

I am

- ☐ (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- ☐ (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- ☒ (c) A transferee named in the above-described conveyance;
- ☐ (d) The authorized agent or solicitor acting in this transaction for _____ described in paragraph(s) () above.
- ☐ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for _____ described in paragraph(s) () above.
- ☐ (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

(a) Monies paid or to be paid in cash	\$108,600.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$108,600.00
(h) VALUE OF ALL CHATTELS - items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$108,600.00

6. Other remarks and explanations, if necessary.

- The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.
- The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "specified region" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:
- (a) This is not a conveyance of land that is located within the "specified region".
- The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.
- The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.

PROPERTY Information Record

A. Nature of Instrument: Transfer
LRO 11 Registration No. CT184104 Date: 2020/07/15

B. Property(s): PIN 35287 - 0445 Address BROADWAY STREET
SPRINGFIELD Assessment -
Roll No

C. Address for Service: c/o 36 Talbot Street East, Aylmer, Ontario N5H 1H3

D. (i) Last Conveyance(s): PIN 35287 - 0445 Registration No. CT173166
(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes ☒ No ☐ Not known ☐

E. Tax Statements Prepared By: Andrew David Nutbrown
10 Sydenham Street East
Aylmer N5H 1L2

Bacteriological Analysis of Drinking Water for Private Citizen, Single Household Only

Analyse bactériologique de l'eau potable - Particuliers, Ménages unifamiliaux seulement

Submitter's Name and Mailing Address /

Nom et adresse postale de l'auteur de la demande d'analyse

First Name / Prénom / First Name / Prénom, Nom de famille

AMY DALE / GUNN & ASSOC

Street address / Adresse municipale

108 CENTRE ST

ST THOMAS, ON N5R 2Z7

Location of Water Source /

Emplacement de la source d'eau

Lot, Concession / ou lot, concession

Emergency Locator # / 911#

Street address / Adresse municipale

51181 BROADWAY

SPRINGFIELD ON N0L2J0

County / Comté ELGIN

Health Unit # / # du bureau de santé 4913

Specimen details / Détails sur l'échantillon:

Barcode / Code à barres: 012176003

Phone # / # tél.: 519 631 0700 X 241

Date/Time Collected / Date/heure du prélèvement: 2023-04-18 09:50:00

Date/Time Received / Date/heure Reçu le: 2023-04-18 17:45:00

Specimen Note / Note sur l'échantillon:

This specimen was received in good condition unless otherwise stated. / À moins d'avis contraire, l'échantillon était en bonne condition au moment de la réception.

Purification system used (e.g. UV, filtration, etc.)? /

Système d'épuration utilisé (p. ex. rayons UV, filtration, etc.)?

No / Non

Authorized by / Autorisé par

Chief, Medical Microbiology or Designate

Test results / Résultats d'analyse:

Total Coliform CFU/100 mL / Coliformes totaux UFC/100 mL

0

E.coli CFU/100 mL / E. coli UFC/100 mL

0

Interpretation / Interprétation:

There is no evidence of fecal contamination. If the results show the presence of coliforms it may be indicative of a contaminated water supply. Given the susceptibility of well water to external influences, it is important to test water frequently. Consult local health unit for information if required.

Il n'y a aucune preuve de contamination fécale. Si les résultats indiquent la présence de coliformes, cela peut être révélateur d'une source d'eau polluée. L'eau des puits étant susceptible d'être dégradée par des facteurs externes, il est important de la faire analyser fréquemment. Consultez le bureau local de santé publique pour plus de détails, si nécessaire.

Date of Analysis / Date de l'analyse: 2023-04-18

Date Read / Analyse effectuée le: 2023-04-19

Please Note / Prière de noter ce qui suit :

The results apply to the sample as received / Les résultats s'appliquent à l'échantillon, tel que reçu.

These results relate only to the sample tested. / Le résultat obtenu se rapporte seulement à cet échantillon d'eau analysé.

Note : This water sample was only tested for the presence of both Total Coliforms and E. coli (ISO/IEC 17025 accredited tests) bacterial indicators of contamination by Membrane Filtration. The sample was not tested for other contaminants, including chemical contaminants, and therefore may be unsafe to drink even when there is no significant evidence of bacterial contamination. Contact your local public health unit for information on testing for other contaminants. / Remarque: Cet échantillon d'eau n'a été analysé que pour détecter (par un laboratoire accrédité conformément à la norme ISO/IEC 17025) la présence des coliformes totaux et des bactéries colibacillaires, indicateurs de contamination par filtration sur membrane. L'échantillon n'a pas été testé pour d'autres contaminants, y compris les contaminants chimiques et, par conséquent, l'eau peut être impropre à la consommation même lorsqu'il n'y a aucune preuve significative de contamination bactérienne. Veuillez communiquer avec le bureau de santé publique de votre localité pour vous renseigner au sujet de l'analyse visant à détecter la présence d'autres contaminants.

If the reported client information does not match the information you supplied on the form please contact the PHO Customer Service Centre. Telephone: 1-877-604-4567 or 416-235-6556 or E-mail: customerservicecentre@oahpp.ca. For operating hours see our website www.publichealthontario.ca/labs. / Si les informations sur le client indiquées ne correspondent pas aux informations que vous avez fournies sur le formulaire, veuillez communiquer avec le Service à la clientèle de SPO par téléphone au 1-877-604-4567 ou 416-235-6556, ou par courriel au customerservicecentre@oahpp.ca. Pour connaître les heures d'ouverture, veuillez consulter notre site Web à www.publihealthontario.ca/labs.

End of report / Fin du rapport

*All time values are EST / EDT / Toutes les heures sont exprimées en HNE ou en HAE.

Print Date / Date d'impression*: 2023-04-19

Date Reported / Date du rapport*: 2023-04-19 17:52:02

Page 1 of 1

Final

LIMS Report #: 48795557

T_SingleSampleOPHL_WATPRIVATE.rpt



J.B. Wilson & Son
Well Drilling Ltd
R.R. #1 Springfield, ON N0L 2J0
519-269-3364 519-269-3995

Gunn & Associates
108 Centre Street
St. Thomas, ON
N5R 2Z7

April 5, 2023

Attn: Amy Dale

519-631-0700 x 241 amydale@gunn.on.ca

Re: Well Inspection at 51181 Broadway Street, Springfield

Our company performed a well inspection and pumping test at the above property.

The well was pumped at 4.5 GPM for 30 minutes at which time the water level was constant at 36.7 ft from top of casing. This well produces enough water to meet the needs for normal household use. The vermin proof well cap also meets guidelines, as per *MOECP Reg 903*.

If you have any questions, please do not hesitate to contact us.

Regards,

Matt Wilson

MOE Technician Licence #3300 - Class 1,2,3,4
MOE Contractor Licence #5466

ILLUSTRATING BUILDING ENVELOPE
FOR: DONALD AND JENNIFER HEWSON

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

KIM HUSTED SURVEYING LTD.

CAUTION

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK

DO NOT COMEY FROM THE PLAS.

NOTES

(C) - PROPERTY DIMENSIONS ARE AS SHOWN ON SKETCH PREPARED BY KIM HUSTED SURVEYING LTD. AND HAVE NOT BEEN VERIFIED BY SURVEY

25 -- LOT AREA = 5743 SQ. METRES
1800 SQ. METRES MIN.

PROPERTY DESCRIPTION:
LOT 43, REGISTERED PLAN NO. 78
TOWNSHIP OF MALAHIDE
COUNTY OF ELGIN

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KIM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR
0 HARVEY STREET, TILSONBURG, ONTARIO, N4G 3J8
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 21-17461SKETCH REFERENCE: FILE

DECEMBER 14, 2021

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E55-23

1. That the applicant provide confirmation that the sanitary sewer connection for the existing dwelling located at 51181 Broadway is located entirely within the boundaries of the property to the satisfaction of the Township of Malahide.
2. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
3. That the applicant initiate and assume, if required, all engineering and construction costs associated with construction of a new Municipal drain, or, the relocation of Municipal drain. To be commenced in accordance with the Drainage Act, RSO 1990. All costs to be paid in full to the township prior to the condition being deemed fulfilled. If a lot grading plan is required as a condition of severance, it should be done in conjunction with the new Municipal drain or relocation of Municipal Drain.
4. That all entrance permits are acquired from the appropriate road authority as per our entrance control policy
5. That the applicant be required to retain the services of a professional designer and have an engineered Lot grading development plan and ditch grading plan prepared in accordance with good engineering practices, that are suitable to the Township prior to the condition being deemed fulfilled.
6. That the applicants initiate and assume all planning costs associated with the required Minor Variance or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
7. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted in triplicate prior to certification all of which are to be fully executed.
8. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
9. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality
10. That the lands being conveyed be merged in the same name and title as the lands to which they are being added to.

By-law Enforcement



TOWNSHIP OF MALAHIDE

About Me.....

My name is Stephen Miller and I am the newly appointed By-law Enforcement Officer for the Township of Malahide.

I have been working in By-law Enforcement for approximately 21 Years now. I started my career working in Rural Municipalities (Township of Tiny) but I have also worked in large urban. I love the work and I love working with people in the Communities that I have served.

I am a Certified MLEO with the Municipal Law Enforcement Officers Association of Ontario.

I am a Certified Level 2 Property Standards Officer with the Ontario Association of Property Standards Officers.

I am Licensed Paralegal with the Law Society of Ontario, and formerly worked as Municipal Prosecutor for the City of Barrie in the Ontario Court of Justice.

I graduated from the University of Western Ontario with a Graduate Diploma in Public Administration.

I have a genuine passion for public service and I am happy to be here!

What does a By-law Enforcement Officer Do?

By-law Enforcement Officers respond to complaints related to violations of regulatory By-laws within a Municipality and attempt to gain voluntary compliance through collaboration, education and enforcement if necessary. By-law Enforcement activities are governed by the Municipal Act, Ontario Building Code, Ontario Evidence Act and Section 15 of the Police Services Act which appoints By-law Enforcement Officers as Peace Officers for the purposes of By-law Enforcement.

In short we work with residents, businesses and visitors, explain how and why the by-laws apply, and work with stakeholders to ensure voluntary compliance. Interpersonal communication as well as written documentation are key and enforcement actions such as the laying of charges, or remedial action are a last resort.

By-law Enforcement Officers also work with external governmental agencies on issues that cross jurisdictional boundaries. These agencies can include the Ontario Provincial Police, Ministry of Transportation Ontario, Ministry of the Environment, SPCA, etc.

What is Remedial Action?

Remedial Action is where a property is not in compliance with a Municipal By-law and they have been given an Order or Notice to Comply. If the property owner refuses to comply with the order, the By-law Enforcement Officer can obtain a third party to do that work, and bill the costs back to the property owner in the same manner as municipal taxes.

Essentially, we take action to remedy the issue of non compliance.

Is a By-law Enforcement Officer a Law Enforcement Officer?

Essentially yes, by virtue of Section 15 of the Police Services Act, but I like to think of By-law Enforcement as more a community problem solver. We work with people to help trouble shoot the best possible solution related to an issue of non compliance.

On occasion where charges are necessary, By-law Enforcement Officers can issue tickets or summonses with a monetary fine attached to it. If the person appeals those charges, trials are held in the Elgin County, Ontario Court of Justice in front of a Justice of the Peace.

At Trial, the By-law Enforcement Officer swears an oath to the tell the truth, provides oral testimony, and brings evidence taken during the course of an investigation for the courts consideration. It is very important that all rules related to evidence are followed, and special care not to infringe on peoples right is taken.

Why is By-law Enforcement Important?

By-law Enforcement Officers ensure that the By-law's passed by council are being followed. This process is important for legitimizing the policy direction that Council wishes to undertake.

By-law Enforcement Officers further reinforce an acceptable standard of living and behavior within the municipalities that we serve, and help to create strong communities by forging relationships and alleviating conflicts.

By-law Enforcement Officers help de-escalate escalating situations within their municipalities and help mitigate risk to the Municipality should a particular situations result in civil litigation.

By-law Enforcement Officers serve as Community Ambassadors to visitors from outside of the Municipality.

What role does Council play in By-law Enforcement?

Council plays a huge role in the day to day activities of Malahide's Bylaw Enforcement Officer.

Council can.....

- Direct the By-law Enforcement Officer to conduct research and bring about new By-laws to regulate activities within Malahide Township for Councils approval.
- Identify Community Problems that require attend and direct the By-law Enforcement Officer to come back with a report related to the best way to address those problems.
- Direct the By-law Enforcement Officer to come back with Policies or Procedures related to the work that they do.

Council Cannot.....

- Directly involve themselves in an ongoing investigation
- Request specific information related to an ongoing investigation as By-law files are governed by the Municipal Freedom of Information and Protection of Privacy Act.

Note: If a Councilor were to become directly involved in a By-law Enforcement Matter, they could become a subpoenaable witness should the issue wind up in court

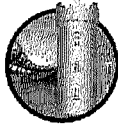
By-law Enforcement Officers Also.....

Conducts regular reviews of existing By-laws, and reports to Council on whether they ought to be amended, or Repealed and replaced with something more current.

Next Steps

Develop an implementation plan that considers:

- Goals and priorities for by-law enforcement
- Public awareness and transitional period
- Legal and financial risks
- Constraint of internal resources such as planning and building



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 23-45

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the J. L. Ferguson Drain
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Parts of Lots 8 through 11
Concessions 8 and 9
In the Township of Malahide
(geographic South Dorchester)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is \$301,600.00.

AND WHEREAS \$301,600.00 is the amount to be contributed by the municipality for construction of the drainage works.

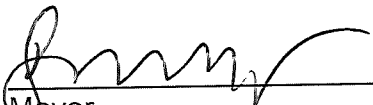
AND WHEREAS \$301,600.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.


NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated April 17, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$301,600.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "J. L. Ferguson Drain".

READ A FIRST AND SECOND TIME THIS 15th day of June, 2023.



 Mayor



 Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 3rd day of August, 2023.

 Mayor

 Clerk

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-55**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on August 3, 2023, in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 3rd day of August, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 3rd day of August, 2023.

Mayor, D. Giguère

Clerk, A. Adams